

**FAMILY CAREGIVER SUPPORT PROGRAM (FCSP)
NON-REGISTERED QUARTERLY REPORT**

Area Agency on Aging _____ Date Submitted _____

Prepared By _____ Agency Director _____

MONTH 1:		CAREGIVERS SERVED	GRANDPARENTS SERVED
A	Information		
A1	Outreach (IR5)		
A2	Community Education and Info (E15)		
Subtotals			
B	Access Assistance		
B1	Information and Referral (IN5)		
Subtotals			
MONTHLY TOTALS			

MONTH 2:		CAREGIVERS SERVED	GRANDPARENTS SERVED
A	Information		
A1	Outreach (IR5)		
A2	Community Education and Info (E15)		
Subtotals			
B	Access Assistance		
B1	Information and Referral (IN5)		
Subtotals			
MONTHLY TOTALS			

MONTH 3:		CAREGIVERS SERVED	GRANDPARENTS SERVED
A	Information		
A1	Outreach (IR5)		
A2	Community Education and Info (E15)		
Subtotals			
B	Access Assistance		
B1	Information and Referral (IN5)		
Subtotals			
MONTHLY TOTALS			

QUARTERLY TOTALS:		CAREGIVERS SERVED	GRANDPARENTS SERVED
A	Information		
A1	Outreach (IR5)		
A2	Community Education and Info (E15)		
Subtotals			
B	Access Assistance		
B1	Information and Referral (IN5)		
Subtotals			
QUARTERLY TOTALS			

INSTRUCTIONS FOR COMPLETING THE NON-REGISTERED SERVICES QUARTERLY REPORT

1. Quarterly Reports are due to the DES/DAAS Family Caregiver Support Program Coordinator on the 20th day of October, January, April, and July.
2. The information provided for Caregivers and Grandparents Served must match the units provided in the Division of Aging and Adult Services Reporting System (DAARS).
3. Complete for each month starting July 1st for A. Information. Provide estimated number of caregivers and grandparents or older relatives raising grandchildren that attended an A1. Outreach event or activity and/or received A2. Community Info. Add totals together and complete subtotals. The Caregivers and Grandparents Served can be estimates for A. Information.
4. Complete for each month starting July 1st for B. Access Assistance. Provide accurate number of caregivers and grandparents or older relatives raising children that received B1. Information and Referral. The Caregivers and Grandparents Served totals must match units entered in DAARS.
5. Complete the Monthly Totals for each month and ensure that they match that month's invoice.
6. Quarterly Totals must reflect the totals for each month and match the data in DAARS.
7. Attach sign in sheets and/or program flyers for events, activities or other programs provided.
8. Review Quarterly Reports then submit with signatures of agency Director or designated representative.
9. Keep signed copy on file for data verification and monitoring purposes.
10. Quarterly reports will be reviewed during Quarterly Family Caregiver Coordinator calls.