

DAAS Reports Matrix

	Report	Frequency	Due Date	Method of Submission	Comments	DAAS Entity or Person Receiving the Report	DAAS Contact Person	Purpose of the Report
1	Social Service Report for Non-Registered Services (AG-031-N)	Monthly	25th of the month	Electronic	Revised form is effective SFY 2011; electronic submission	Contracts Management	John Kinkel	AoA / NAPIS - State Program Report
2	Social Service Report for Registered Services (AG-031-R)	Monthly	25th of the month	Electronic	Region 7 only; HSK service; revised form is effective SFY 2011			
3	SAMS Service Demographics Report	Monthly	25th of the month	Paper	Region 8 and Tribes only; Cluster 1 Services, HDM, CNG			
4	SHIP/SMP Monthly Report	Monthly	25th of the month	FAX or Electronic	Electronic submission preferred	Contracts Management	Patricia Gonzalez-Emblem	AoA / CMS
5	SHIP/SMP Public and Media Activity Form	Monthly	25th of the month	FAX or Electronic	Electronic submission preferred			
6	SHIP Evaluation Form	As Needed	25th of the month	FAX or Electronic	Optional report; electronic submission preferred			CMS
7	SHIP/SMP Client Contact Form	As Needed	25th of the month	FAX	SMP cases only			AoA
8	SMP Volunteer Hours	As Needed	25th of the month	FAX or Electronic	Electronic submission preferred			
9	SMP Volunteer Add a Volunteer Form	As Needed	25th of the month	FAX				
10	SMP Complex Issue Form	As Needed	25th of the month	FAX				
11	SMP Evaluation Form English / Spanish	As Needed	25th of the month	FAX or Electronic	Electronic submission preferred			
12	Monthly Ombudsman Data Collection Form	Monthly	20th of the month	Electronic	Also referred to as the Monthly Roll-Up Report	Ombudsman	Syble Oliver	AoA / NORS
13	Monthly Ombudsman Program Case Report Form	Monthly	20th of the month	Electronic		Ombudsman	Syble Oliver	AoA / NORS
14	Family Caregiver Support Program Registered Services Report (AAA-1186A)	Monthly	25th of the month	Electronic		Contracts Management	David Besst	AoA / NAPIS - State Program Report
15	Family Caregiver Support Program Non-registered Services Report (AAA-1185A)	Monthly	25th of the month	Electronic				DAAS Program Management
16	Family Caregiver Support Program Quarterly Summary Report	Quarterly	25 days after end of quarter	Paper or Electronic	Narrative report			
17	Legal Services Report	Monthly	25th of the month	Paper or Electronic	Regions One through 6 only; electronic submission preferred	Contracts Management	Cindy Saverino	DAAS Program Management
18	Mature Worker Program Quarterly Report	Quarterly	30 days after end of quarter	Electronic	Effective January 2011	Contracts Management	Cindy Saverino	DAAS Program Management
19	SCSEP Regular and SCSEP2	Quarterly	30 days after end of quarter (Exact dates designated by USDOL)	Data Entry into SPARQ	Regions 1, 2, 3, 5 and Mohave County	Mature Workforce Coordinator	Cindy Saverino	USDOL Program Report
20	Invoice (AG-053)	Monthly	20th of the month	Paper	Region 8 and Tribes receiving SSBG only; Mohave County for SCSEP	Contracts Management	Bridget Casey	DAAS Fiscal Management
21	Action Plan for Strategic Objectives	Submitted with Area Plan	October 1st	Electronic	All Regions	Contracts Management	Tammy Frazee	DAAS Program Management / Area Plan component
22	Action Plan for Strategic Objectives Update	Annually	July 31st	Electronic	All Regions	Contracts Management	Tammy Frazee	DAAS Program Management / Area Plan component
23	Program Development	Annually	August 31st	Paper or Electronic	All regions, except 6; electronic submission preferred	Contracts Management	Cindy Saverino	DAAS Program Management / Audit purpose
24	Disease Prevention and Health Promotion Services	Quarterly	25 days after end of quarter	Electronic	All regions; electronic submission	Jennifer Cain	Jennifer Cain	DAAS Program Management

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24	Discretionary Grant Reporting (a through l)							
a	Care Partners Reaching Out (CarePRO)	Semi-annually	April 20th, October 20th	Electronic	Regions One through 6 only	David Besst	David Besst	Fulfillment of Grantor Requirement
b	Lifespan Respite Care Program (LRCP)	Semi-annually	April 20th, October 20th	Electronic	Region One only (as of August 2010)			
c	Semi-Annual Reporting Tool (SART)	Semi-annually	April 15th, October 15th	Electronic	Regions One, 2, 4, and 5 only; Region 3	Jutta Ulrich	Jutta Ulrich	
d	State Health Insurance Assistance Program (SHIP)	Monthly	25th of the month	Electronic	All regions	Patricia Gonzalez-Emblem	Patricia Gonzalez-Emblem	
e	Senior Medicare Patrol (SMP)	Monthly	25th of the month	Electronic	All regions			
f	SMP - High Fraud States Without HEAT	Monthly	25th of the month	Electronic	All regions			
g	2009 Medicare Improvement for Patients and Providers (MIPPA)	Monthly	25th of the month	Electronic	Regions One, 2,3,4,5 and 6 only			
h	2010 Medicare Improvement for Patients and Providers (MIPPA)	Monthly	25th of the month	Electronic	Regions One, 2,3,4,5 and 6 only			
i	Enhance Fitness Grant Project	Quarterly	25 days after end of quarter	Electronic	Regions One, 2, 3, and 6 only	Cindy Saverino	Cindy Saverino	
j	ADRC Options Counseling	Quarterly	25 days after end of quarter	Electronic	Regions One, 2	Contracts Management / Jutta Ulrich	Jutta Ulrich	
k	ADRC Care Transitions Program	Quarterly	25 days after end of quarter	Electronic	Regions One, 2,3, and 5 only	Contracts Management / Jutta Ulrich	Jutta Ulrich	
l	LTC Ombudsman Program Quarterly Volunteer Recruitment & Retention	Quarterly	25 days after end of quarter	Electronic	Regions One, 2,5; Narrative progress report	Syble Oliver	Syble Oliver	

Red text indicates a new or updated item.