

## ASCOG SFY18 S19 Report Instructions

The DHS Aging Services official copy of the S19 report is located at [this link](#).

The **due date** for this report is located in your contract. The S19 report is due each month on the same day AIM data is due. Failure to timely submit the AIM report each month may cause a delay in funding.

**Month** – Previous month for which you are filling out the report.

**Year** – Calendar year.

**Project Name** – should match the “project title” listed on your grant application/update for the current fiscal year. See application cover page: 1. Project Title. This should not change throughout the project year.

**Project Location** – should match the “project location” listed on your grant application/update for the current fiscal year. See application cover page: 4. Project Location. This should not change throughout the project year.

**Summary of project program and activities** – should match the “project summary” listed on your grant application/update for the current fiscal year. See application cover page: 12. Project Summary. This should not change throughout the project year.

**List the project service categories and write a short paragraph on each** – Project service categories should match the service categories listed in your approved scopes of work from your grant application. For each service category, list the following:

1. Service category name.
2. Annual units of service goal (matching approved scope of work goal for units served). This should not change without approval from ASCOG.
3. Annual persons served goal (if applicable – matching approved scope of work goal for unduplicated persons served). This should not change without approval from ASCOG.
4. Units provided for report month (i.e. May – 45 units). This should match the data you submit to AIM.
5. Unduplicated persons served for report month (if applicable).
6. Comments regarding factors that caused reduced or increased units of service for that month, if applicable. If you are on target to reach your goal, you can simply say, “on target to reach annual goal.”

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**Describe any special activities undertaken this month in coordination with other groups or agencies.** – The activities included in this section should match the activities listed in your targeting or outreach narratives. The activities should include any activity completed in coordination with other groups or agencies, such as home health agencies, ASCOG, other Title III projects, other non-Title III senior service projects, especially Native American Title VI projects. For each activity, make sure to include the following:

- Date of activity
- Name of other group or agency.
- Location of activity.
- Include an estimate of the number of persons served under each special activity.

**Report any changes or additions to project staff:** Applies only to staff positions listed in your Title III grant application. For all staff changes, list the changes noting the person's name who left and the person's name who replaced them. Remember, any change in personnel requires a budget modification. If no staff changes occur during the report month, say "no change."

**Signature** – must be scripted signature. DHS has not officially given us permission to accept electronic signatures.

**Date** – date of signature.

**Submittal:** Send signed, scanned report to ASCOG AAA Director, via email only – [jone\\_ke@ascog.org](mailto:jone_ke@ascog.org).