

**Title III & Wyoming Home Services Program (WyHS)  
A&D Report Listing  
for SFY 2021 and FFY2021**

**Title III C1 Reports:**

1. Services – Agency Summary Report: 2021 MONTHLY C1 – Unduplicated Count, run monthly for the monthly financial invoices.
2. Services – Agency Summary Report: 2021 Quarterly C1 – Unduplicated count by Care Program = run for the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Quarters for the Financial Report’s Quarterly numbers.  

The A&D Reports must be emailed in with the IIC2 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Quarter Financial Reports.
3. Services – Agency Summary Report: 2021 C1 YTD - Unduplicated count by Care Program = C1 Year To Date totals for Congregate Meals, Clients, Nutrition Education, and Nutrition Counseling, you run 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Quarters for the Financial Report’s YTD numbers.

**Title III C2 Reports:**

1. Services – Agency Summary Report: 2021 MONTHLY C2 – Unduplicated Count, run monthly for the monthly financial invoices.
2. Services – Agency Summary Report: 2021 Quarterly C2 – Unduplicated count by Care Program = run for the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Quarters for the Financial Report’s Quarterly numbers.  

The A&D Reports must be emailed in with the IIC2 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Quarter Financial Reports.
3. Services – Agency Summary Report: 2021 C2 YTD - Unduplicated count by Care Program = C2 Year To Date totals for Home Delivered Meals, Clients, Nutrition Education, and Nutrition Counseling, COVID-19 C2 services, you run 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Quarters for the Financial Report’s YTD numbers.

**COVID-19 Take Out and Delivery Report:**

1. Services – Agency Summary Report: 2021 COVID-19 Take Out and Delivery Report

No quarterly or YTD report for COVID-19 Take Out and Delivery.

### **Title III B Reports:**

1. Services – Agency Summary Report: 2021 MONTHLY IIIB and COVID-19 IIIB – Unduplicated Count, run monthly for the monthly financial invoices.
2. Services – Agency Summary Report: 2021 MONTHLY IIIB – Aggregate and Unduplicated count by Care Program with COVID-19, run monthly for the monthly financial invoices. Make sure the Total Consumers match the 2021 MONTHLY IIIB & COVID-19 IIIB – Unduplicated count report. If it doesn't then you have people who are 59 and younger enrolled in IIIB, which everyone has to be 60 and older.
3. Services – Agency Summary Report: 2021 Quarterly IIIB & COVID-19 IIIB – Unduplicated count by Care Program
4. Services – Agency Summary Report: 2021 Quarterly IIIB & COVID-19 IIIB – Aggregate and Unduplicated count. Make sure the Total Consumers match the 2021 Quarterly IIIB & COVID-19 IIIB – Unduplicated count by Care Program report. If it doesn't then you have people who are 59 and younger enrolled in IIIB, which everyone has to be 60 and older.
5. Services – Agency Summary Report: 2021 Quarterly IIIB & COVID-19 IIIB – Clients with poverty status
6. Services – Agency Summary Report: 2021 Quarterly IIIB & COVID-19 IIIB – Clients with live alone status
7. Services – Agency Summary Report: 2021 Quarterly IIIB & COVID-19 IIIB – Clients with minority status
8. Services – Agency Summary Report: 2021 Title III B YTD Report for FY2021 Grant Data ~ run this report for only the FFY2021 4<sup>th</sup> Quarter.
9. Services – Agency Summary Report: 2021 Title III B Grant Baseline Data for FFY2020 ~ run this report for only the FFY2021 4<sup>th</sup> Quarter.

The A&D Reports must be emailed in with the Quarterly Financial and Program Reports.

### **Title III B ~New Client Report:**

1. Consumers – Consumers Listing Report: 2021 Quarterly IIIB & COVID-19 IIIB Report – New Client Count. (Please remember this report isn't the most accurate so if you determine your numbers are correct, **use your report**. Please review their information in A&D to confirm if they are new or not. Review the date fields.)

### **Title III D Report:**

1. Services – Agency Summary Report: 2021 Title III D Service Dates – Unduplicated count– If you have classes at the end of March and beginning of April, please provide a March and April A&D report with your Invoice for reimbursement. Remember to enter the correct dates, CLS will not be changing the dates monthly.

### **Title III E Reports: Caregiver and Older Relative Caregiver**

1. Services - Agency Summary Report: 2021 Monthly IIIE – Aggregate
  2. Services - Agency Summary Report: 2021 Monthly IIIE – Unduplicated Caregiver
  3. Services – Agency Summary Report: 2021 Quarterly IIIE Caregiver
  4. Services – Agency Summary Report: 2021 Quarterly IIIE Caregiver Aggregate
  5. Services – Agency Summary Report: 2021 Title IIIE Caregiver End of Year ~ run this report for only the FFY2021 4<sup>th</sup> Quarter
  6. Services – Agency Summary Report: 2021 Title IIIE Caregiver End of Year – Lives Alone Status ~ run this report for only the FFY2021 4<sup>th</sup> Quarter
  7. Services – Agency Summary Report: 2021 Title IIIE Caregiver End of Year – Poverty Status ~ run this report for only the FFY2021 4<sup>th</sup> Quarter
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- 1) Services - Agency Summary Report: 2021 Monthly IIIE – Unduplicated Older Relative Caregiver (only for Buffalo Senior Center, CALC and The Hub on Smith)
  - 2) Services – Agency Summary Report: 2021 Monthly IIIE – Older Relative Caregiver Aggregate (only for Buffalo Senior Center, CALC and The Hub on Smith)
  - 3) Services – Agency Summary Report: 2021 Quarterly IIIE ORC -Unduplicated count by Care Program (only for Buffalo, CALC and The Hub on Smith)
  - 4) Services – Agency Summary Report: 2021 Quarterly IIIE ORC – Aggregate Count (only for Buffalo, CALC and The Hub on Smith)
  - 5) Services – Agency Summary Report: 2021 Title IIIE ORC End of Year (only for Buffalo, CALC and The Hub on Smith) ~ run this report for only the FFY2021 4<sup>th</sup> Quarter
  - 6) Services – Agency Summary Report: 2021 Title IIIE ORC End of Year – Lives Alone Status (only for Buffalo, CALC and The Hub on Smith) ~ run this report for only the FFY2021 4<sup>th</sup> Quarter
  - 7) Services – Agency Summary Report: 2021 Title IIIE ORC End of Year – Poverty Status (only for Buffalo, CALC and The Hub on Smith) ~ run this report for only the FFY2021 4<sup>th</sup> Quarter

The A&D Reports must be emailed in with the Caregiver and ORC Monthly Invoices, the Quarterly Financial Reports and the End of Year Program Report.

**Wyoming Home Services (WyHS):**

1. Services – Agency Summary Report: 2021 Monthly WyHS – Unduplicated Count
2. Services – Agency Summary Report: 2021 Quarterly WyHS – Unduplicated Counts
3. Services – Agency Summary Report: 2021 WyHS YTD – Unduplicated Counts
4. The A&D Reports must be emailed in with the Monthly Invoices and Quarterly Financial Reports.