

Aggregate Counts for all Care Programs FFY2026

NAPIS Title IIIB

1) *Service: Social Media*

Units: 1 Unit per social media post and enter number of recipients (the number of followers OR the numbers of viewers on the posts OR the number of individuals interacting with the posts)

2) *Service: Newsletter*

Units: 1 Unit per type of newsletter and enter number of recipients (the number of newsletters sent out digitally or physically)

3) *Service: Information and Assistance/Outreach*

Units: Each contact is 1 unit and 1 recipient.

NAPIS IIIC1-

1) *Service: Nutrition Education*

Unit: 1 unit per session/handout (packet) provided and enter the number of recipients that attended the session or received the handout

****required to be entered quarterly****

2) *Service: C1 Take Out Nutrition Education*

Units: 1 unit per handout (packet) provided and enter the number of recipients that received the handout

****required to be entered quarterly****

3) *Service: Volunteer Meal*

Units: 1 unit per meal provided and enter the number of recipients who received eligible volunteer meals.

4) *Service: No AGNES C1 Meal*

Units: 1 unit per meal and enter the total number of recipients who received meals who refused an AGNES or are temporary visitors of the facility

****Please also fill out the Excel spreadsheet called "Meal Tracking Log-Unregistered Eligible Participants on the following webpage under Policy Documents for Nutrition Services and return to CLS Nutrition Program Manager****

<https://health.wyo.gov/aging/communityliving/older-americans-act-programs/nutrition/>

NAPIS IIIC2-

1) *Service: Nutrition Education*

Unit: 1 unit per session/handout (packet) provided and enter the number of consumers that attended the session or received the handout

****required to be entered quarterly****

2) *Service: C2 Test Meal*

Unit: Each test meal is 1 unit and 1 recipient

****required to be entered monthly****

3) *Service: HDM Volunteer Meal*

Unit: 1 unit per meal provided and enter the number of recipients who received eligible volunteer meals.

Title III E (Including the Older Relative Caregiver program and National Family Caregiver program)-

1) *Service: Group Education*

Unit: 1 unit per event and Enter Number of Recipients

2) *Service: Health Fairs*

Unit: 1 unit per event and Enter Number of Recipients

3) *Service: Newsletters*

Unit: 1 unit per Newsletter and Enter Number of Recipients who were sent the Newsletter digitally or physically

4) *Service: Public Education*

Unit: 1 unit per event and Enter Number of Recipients

5) *Service: Outreach*

Unit: Each contact is 1 unit and 1 recipient. If the Outreach happens at an event please count the event as 1 unit and then enter the number of recipients that received the outreach service at the event.

Title III D - Title III D does not use Aggregate Counts for any service.

WyHS- WyHS does not use Aggregate Counts for any service.

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Service Records

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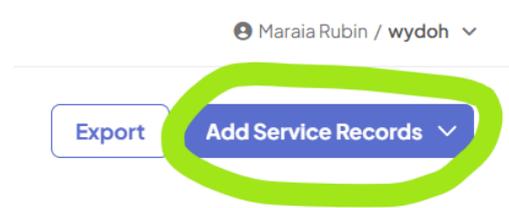
SERVICE DATE

- Dec 9, 2026
- Dec 9, 2026
- Nov 6, 2026
- Oct 27, 2026
- Oct 23, 2026

Example Entry of an Aggregate Count into Mon Ami:

To enter an aggregate count into the Mon Ami system you will first need to find the Service Records tab on the lefthand side in purple.

Then you will Click Add Service Records:



The next step is to enter the information of the Service Record, this includes specifying the Program, Service Type, Funding Source, and Provider from the dropdowns.

Add Service Records [Start over](#)

Generate Service Records

Program: Title III-B Support Services
Service type: Newsletter
Funding: III-B
Provider: Wyoming State Office

Units: 1.0
Service date: mm/dd/yyyy
Comment:

Recipient	# Units	# Recipients	Service type	Funding	Service date	Provider	Unit Rate	Program
III-B Aggregate Recipient (id: 3632)	1.0	100	Newsletter	III-B	2/9/2026	Wyoming State Office		Title III-B Support Services
	1.0	1	Newsletter	III-B		State Office		Title III-B Support Services
	1.0	1	Newsletter	III-B		State Office		Title III-B Support Services
	1.0	1	Newsletter	III-B		State Office		Title III-B Support Services

When you are entering aggregate counts manually into the system, the Mon Ami system will prompt you to add a Recipient on the Recipient Line. Within the Recipient Line you will want to type "Aggregate" and the following options should pop up to select from the drop down:

III-B Aggregate Recipient (id:3632)
III-C1 Aggregate Recipient (id:3633)
III-C2 Aggregate Recipient (id:3634)
III-E NFCP Aggregate Recipient (id:3636)
III-E ORC Aggregate Recipient (id:3637)

The options directly above are the only aggregate recipient names that you should be utilizing for entering aggregate counts.

If you are trying to manually enter a Service Record and the options above do not display on the drop-down then the service that you are trying to enter is NOT an aggregate service in the Mon Ami system.

For the example of adding IIIB Newsletters we will want to select the III-B Aggregate Recipient (id:3632) as our Recipient. Then you will want to enter the number of units and the number of recipients. If only one type of newsletter was done that month then you will want to put 1 unit and then the number of Recipients will be the number of estimated people that received the Newsletter.

The last step is to add your Service Date of when the Newsletter was sent out.

To Generate the Service Record you will want to remove any extra rows in the field and then press "Generate Service Record".