



**Western Illinois Area Agency on Aging and
Disability Resource Center**

Phone: (309) 793-6800/FAX (309) 793-6807

www.wiaaa.org

FY2020 PROGRAM AND FISCAL REPORTS

General

Log Participants & Units in AgingIS and STARS

- Due: 10th of each month following the provision of service

Waiting Lists (any service)

- Due: 10th of each month

Gap in Service Reports

- Due: 10th of each month

FinancialTrac Fiscal Report

- Due: 5th of each month

Reports specific to Community Focal Points

Board Meeting Minutes

- Due: September 10th for the fiscal year

Community Service Data (formerly ESP)

- Due: December 10th, March 10th, June 10th, September 10th
- Utilize the CSD Updates by Zipcode List

Client Satisfaction Survey Summaries

- Due: October 30th for the fiscal year

ADRN Customer Surveys

- Due: Monthly to WIAAA by the 5th of each month
- Send US Mail ONLY

SHIP Integration Report

- Due: January 10th, April 10th, July 10th, October 10th

SHIP Provider Fiscal Report

- Due: 5th of each month

MIPPA Provider Fiscal Report

- Due: 5th of each month



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Reports specific to engAGED Providers

Monthly Report (Excel spreadsheet)

- Due: 10th of each month

Program Narrative

- Due: 10th of each month

Pre/Post Survey Tracker

- Due: 10th of each month

Reports specific to Centers For Independent Living

ADRN Options Counseling Report

- Due: 10th of each month

Reports specific to Nutrition Service Providers

Client Satisfaction Survey Summaries

- Due: April 10th and September 10th

Home Delivered Meals Longest Route Time & Temp Log

- Due: 10th of each month for the month prior

Menus, Original Signed Menu Approval Form, and copy of registered dietician's license

- Due: 10th of each month before utilization
- Send original signature documents US Mail ONLY

Home Delivered Meal Waiting Lists

- Due: 10th of each month

Cost Analysis Sheets

- Due: January 10th, April 10th, July 10th and October 10th

Reports specific to Transportation Providers

Client Satisfaction Survey Summary

- Due: October 30th for the fiscal year

Report specific to Respite Providers

Monthly Units of Service Report

- Due: 5th of each month



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Report specific to Alternatives

Long Term Care Provider Fund Fiscal Report

- Due: 5th of each month

**NOTE: This list does not include program or fiscal due dates for one-time or other grants that may become available.



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Area Agency on Aging



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FY2020 Meetings and Events Calendar

February 14, 2020	Quarterly Provider Meeting: 9:30 a.m. – 11:30 a.m.
February 19, 2020	WIAAA Advisory Council Meeting: 10:30 a.m.
February 27, 2020	WIAAA Board of Director's Meeting:
April 2020	Adult Protective Services Quarterly Meeting (TBD)
May 8, 2020	Quarterly Provider Meeting: 9:30 a.m. – 11:30 a.m.
May 20, 2020	Advisory Council Meeting: 10:30 a.m. Full Council meeting
May 28, 2020	WIAAA Board of Director's Meeting: 10:30 a.m.
July 2019	Adult Protective Services Quarterly Meeting (TBD)
August 14, 2020	Quarterly Provider Meeting: 9:30 a.m. – 11:30 a.m.
August 19, 2020	WIAAA Advisory Council Meeting: 10:30 a.m.
August 27, 2020	WIAAA Board of Director's Meeting: 10:30 a.m.
To Be Announced	Annual Information & Assistance/Outreach Training (CFP Providers)

**Meeting times subject to change