

The following reports are common to all AAAs:

1. **3squaresVT:** Time Study, program and financial reports are due quarterly, plus yearly staffing and outreach plan is required, submitted to 3squaresVT staff.
2. **Fuel Assistance/LIHEAP:** Time study, program and financial reports are due twice a year, submitted to Fuel staff.
3. **Medicaid Outreach:** Time Study, program and financial reports are due quarterly, submitted to DVHA.
4. **State Health Insurance Program (SHIP):** Data is due monthly, program reports are due quarterly, submitted to v4a.
5. **Dementia respite grant:** Financial and program reports are due quarterly, submitted to DAIL.
6. **Area Plan:** The Area Plan is a comprehensive document that is prepared from scratch every 3-4 years and is submitted to DAIL. Yearly updates are due in the “in-between” years. Reports on goals with Results Based Accountability graphs are due twice a year.
7. **NAPIS:** This is a very long federal report that is due yearly. It details client counts, service units and financial information for the programs funded by Older American’s Act, such as Case Management, Nutrition, Family Caregiving, plus required reporting on anything that the AAA spends money on. We have to provide an explanation for any “variance” (service units or finances) of +/- 10%. The information goes to DAIL, which combines the 5 AAA reports into one state report.
8. **Self-Neglect:** Program and financial reports due quarterly, to DAIL.

The following reports are specific to CVCOA. Other AAAs may also do some of these:

9. **Town Reports:** In order to get town funding, CVCOA submits 54 town reports each year. Formats, requirements and deadlines vary by town.
10. **Senior Companion:** As the statewide sponsor of the SCP, CVCOA provides quarterly program and financial reports to SerVermont and CNCS (Corporation for National and Community Service).
11. **RSVP:** As a regional sponsor of RSVP, CVCOA provides quarterly program and financial reports to SerVermont and CNCS.

- 12. Copley Fund:** CVCOA has received funding from the Copley Fund over the past 5 years, exclusively for client use. We provide a yearly report on the use of the fund, to the trustees.
- 13. CVCOA strategic plan:** Staff report quarterly to the board of directors on strategic plan progress.
- 14. Other grant or special projects:** If we receive grant funding or participate in a special project, we must provide reports. Examples in the past year have included Home Meds and a collaboration with UVM center on aging.