

# Required OMB Data Reporting for ADSSP and ADI-SSS grants

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# Agenda

- Welcome
- New Approved Form and Overall Reporting Requirements
- Demographic Data Reporting
- Reviewing Data for Inaccuracies
- Getting Support from the Resource Center and ACL Project Officer
- Questions and Discussion

## IMPORTANT:

Data reported needs to be cumulative from the beginning of the grant, not specific to the reporting period

# Reporting Requirements

1. Semi-Annual and Final Reports
  - Direct services provided
  - OMB Demographic Data Reporting
  - Narrative Report
2. SF-425 Financial report
3. PPHF Report (required only for ADI-SSS grants and made publicly available)
  - Submit through GrantSolutions, unless otherwise noted
  - For questions, ask project officer and Resource Center staff

# PWD and CG Persons Served Data Reporting

## Total Served

- Age
- Gender
- Geographic Location
- Ethnicity
- Race
- Minority Status
- Military Status
- Relationship to Caregiver (person with dementia only)
- Living Arrangement (person with dementia only)

# Age, Gender, Geographic Location

<b>Grantee name</b>			
<b>Grant ID</b>			
<b>Reporting period (start date - end date)</b>			
<b>Report submission date</b>			
<b>ALL LIGHT GREEN CELLS SHOULD BE COMPLETED</b>			
	<b>PWD</b>	<b>Caregiver</b>	<b>Total</b>
<b>TOTAL SERVED</b>			0
<b>Age</b>			
Under 60			0
60+			0
Age missing			0
<b>Gender</b>			
Female			0
Male			0
Gender missing			0
<b>Geographic location</b>			
Urban			0
Rural			0
Geographic location missing			0

# Ethnicity, Race, Minority Status

	PWD	Caregiver	Total
<b>TOTAL SERVED</b>			0
<b>Ethnicity</b>			
Hispanic or Latino			0
Not Hispanic or Latino			0
Ethnicity missing			0
<b>Race</b>			
American Indian or Alaskan Native			0
Asian or Asian American			0
Black or African American			0
Native Hawaiian or other Pacific Islander			0
White			0
Race missing			0
<b>Minority Status</b>			
Minority			0
Not minority			0
Minority status missing			0

To be determined by project staff, not participant

# Example: Participant who checks more than one race

	PWD	Caregiver	Total
<b>TOTAL SERVED</b>	1		1
<b>Ethnicity</b>			
Hispanic or Latino	0		0
Not Hispanic or Latino	1		1
Ethnicity missing	0		0
<b>Race</b>			
American Indian or Alaskan Native	0		0
Asian or Asian American	1		1
Black or African American	1		1
Native Hawaiian or other Pacific Islander	0		0
White	0		0
Race missing	0		0
<b>Minority Status</b>			
Minority	1		1
Not minority	0		0
Minority status missing	0		0

*For illustration purposes only; in practice this worksheet will show aggregate data*



# Example: Aggregate data with multiracial participant

	PWD
<b>TOTAL SERVED</b>	100
<b>Ethnicity</b>	
Hispanic or Latino	10
Not Hispanic or Latino	90
Ethnicity missing	0
<b>Race</b>	
American Indian or Alaskan Native	0
Asian or Asian American	10
Black or African American	11
Native Hawaiian or other Pacific Islander	0
White	80
Race missing	0
<b>Minority Status</b>	
Minority	25
Not minority	75
Minority status missing	0

Total of 100 persons with dementia served

Adds up to 100

Does NOT add up to 100 because one participant checked Asian or Asian American AND Black or African American

Adds up to 100

# Military Status, Relationship to Caregiver, Living Arrangement

	PWD	Caregiver	Total
<b>TOTAL SERVED</b>			0
<b>Military Status</b>			
Served in the military			0
Has not served in the military			0
Military status missing			0
<b>Relationship to caregiver</b>			
Spouse or partner			0
Parent			0
Other caregiver			0
No caregiver			0
Relationship Missing			0
<b>Living arrangement</b>			
Lives alone, has an identified caregiver			0
Lives alone, no identified caregiver			0
Does not live alone			0
Living arrangement missing			0

# Review Data for Inaccuracies

The following slide provides an example of accurate and inaccurate data reporting.

Without accurate data, the National Alzheimer's and Dementia Resource Center is not able to report on the persons served for that grant or include the data in the annual aggregate report to ACL/AoA.

# How to Check for Inaccurate Data

	PWD	Caregiver	Total
<b>TOTAL SERVED</b>	20	30	50
<b>Age</b>			
Under 60	15		
60+	10		
Age missing	0		
<b>Gender</b>			
Female	15		
Male	5		
Gender missing	0		
<b>Geographic location</b>			
Urban	5	5	10
Rural	10	15	25
Geographic location missing	5	10	15
<b>Ethnicity</b>			
Hispanic or Latino	10	10	20
Not Hispanic or Latino	10	20	30
Ethnicity missing	0	0	0
<b>Race</b>			

*PWD - Age* numbers are NOT accurate  
Should add up to 20

*Geographic location - Urban* numbers DO add up correctly

# Professionals Trained

Report total number trained in each category:

- Information and referral providers, options counselors
- Case managers, care coordinators, discharge planners
- Direct care workers (certified nursing assistants, personal care attendants, companions)
- Healthcare providers (physicians, nurse practitioners, nurses)
- Health educators, interventionists
- First responders
- Clergy, other members of faith community
- Legal professionals
- Community businesses (banks, retail stores, pharmacies, cafés)
- Other

# Professionals Trained

1	Grantee	0
2	Grant ID	0
3	Reporting period (start date - end date)	0
4	Report submission date	0
5	<b>ALL LIGHT GREEN CELLS SHOULD BE COMPLETED</b>	
6		<b>Number of persons trained</b>
7	<b>PERSONS TRAINED</b>	
8	Information and referral providers, options counselors	
9	Case managers, care coordinators, discharge planners	
10	Direct care workers (certified nursing assistants, personal care attendants, companions)	
11	Health care providers (physicians, nurse practitioners, nurses)	
12	Health educators, interventionists (providing training to PWD or caregivers)	
13	First responders	
14	Clergy, other members of faith community	
15	Legal professionals	
16	Community businesses (banks, retail stores, pharmacies, cafes, etc)	
17	Other	

# ADSSP Expenditures and Direct Services Requirement

ADSSP grants are required to provide:

- 25% match in Year 1
- 35% match in Year 2
- 45% match in Year 3 and subsequent years

Grantees are required to expend not less than 50% of grant funds on the provision of direct services.

Grantees are required to expend no more than 10% of grant funds on administrative expenses.

# ADI-SSS Direct Services Requirement

Regarding provision of direct services, ADI-SSS grants are required to dedicate:

- 30% of first year budget
- 40% of second year budget
- 50% of third year budget



# Services & Expenditures

1	Grantee	0		
2	Grant ID	0		
3	Reporting period (start date - end date)	0		
4	Report submission date	0		
5	ALL LIGHT GREEN CELLS SHOULD BE COMPLETED			
6	<b>Services &amp; Expenditures</b>	Total Units of Direct Service Delivered	Percentage of Funds Spent on Direct Service Expenses	Percentage of Funds Spent on Administrative Expenses
7				
8	<p><b>ADSSP grants:</b> It is a statutory requirement that at least 50% of grant funds be spent on direct service costs and that no more than 10% of funds be spent on administrative costs.</p>			
9	<p><b>ADI grants:</b> It is required that at least 30% of the first year budget, 40% of the second year budget, and 50% of the third year budget be spent on direct service costs.</p>			
10	<p><i>If your project has not met these requirements by the end of this reporting period</i> (reflected in the numbers above), please describe -- in the box to the right -- why the project has not met these requirements and confirm that the project will meet these requirements by the end of the grant.</p>			

**IMPORTANT:**

Data must be submitted  
as an Excel file.

*NO PDF files please!*

## For More Information

Contact your assigned TA liaison through the National Alzheimer's and Dementia Resource Center and ACL Project Officer.

# Questions and Discussion