



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

GRETCHEN WHITMER
GOVERNOR

ELIZABETH HERTEL
DIRECTOR

MEMORANDUM

DATE: January 28, 2022

TO: Michigan Department of Health and Human Services (MDHHS), Bureau of Aging, Community Living, and Supports (ACLS Bureau) Grantee Agencies

FROM: Kate Massey, Director, Health and Aging Services Administration *K.M.*

SUBJECT: Fiscal Year (FY) 2022 ACLS Bureau Program, Financial and Grant Reporting Requirements

Transmittal Letter #2022-469

The MDHHS, ACLS Bureau, is required by the federal Administration on Aging (AoA) to collect and report area plan-related data on aging programs and services in the National Aging Program Information System (NAPIS). Area Agencies on Aging (AAAs) report NAPIS data to the ACLS Bureau on a quarterly basis. Below are the current reporting requirements:

ACLS Bureau Area Plan Program Reports

NAPIS

The table below shows NAPIS requirement due dates for FY 2022:

NAPIS Report	Due Date
1 st Quarter	February 15, 2022
2 nd Quarter	April 30, 2022
3 rd Quarter	July 30, 2022
4 th Quarter	November 30, 2022

Each AAA must submit a full NAPIS report for the fourth quarter. In addition to these quarterly client and unit reporting requirements, the NAPIS reports listed below are due for the fourth quarter:

Section V: Developmental Accomplishments

Section VI: Senior Centers

Section VII: Staffing Profiles

ACLS Bureau Home-Delivered Meals & In-Home Service Waiting List Reports

According to the FY2022 NAPIS report schedule (above), the *Home-Delivered Meal & In-Home Service Waiting List Report* is due quarterly. This report can be completed and submitted by AAAs in ACLS Bureau's Aging Information System (AIS) NAPIS software application.

Legal Services Information (LSI) Program

AAAs monitor Title III-B funded legal assistance program services reported from AAA contracted agencies through the AIS NAPIS software application on a quarterly basis. The LSI reporting due dates are listed below:

LSI Report	Due Date
1 st Quarter	February 15, 2022
2 nd Quarter	April 30, 2022
3 rd Quarter	July 30, 2022
4 th Quarter	November 30, 2022

ACLS Bureau Area Plan and Other Financial Reporting

AAA Financial Status Report (FSR)

AAAs are to submit area plan-related financial reports and cash requests using the web-based Financial Information Reporting System Technology (FIRST) software in ACLS Bureau's AIS. AAA FSRs and final cash requests (\$0 in Amount of Request column) are to be submitted in accordance with the schedule below:

AAA FSRs & Final Cash Request	Due Date
1 st Quarter	January 15, 2022
2 nd Quarter	April 15, 2022
3 rd Quarter	July 15, 2022
4 th Quarter (Preliminary FSR)	October 15, 2022
4 th Quarter Final FSR & Final Cash Request	December 15, 2022

AAA Area Plan Quality Measures Reports (QMR)

Area Plan Quality Measures Reports for FY2022 will be due on or before April 15, 2022. Year-end cumulative reports will be due on or before November 15, 2022.

AAA Single Audit Reports (for FY2021)

AAA Single Financial Audit Reports for FY2021 are due to the ACLS Bureau on or before June 30, 2022. Audit reports provided by AAAs are reviewed by ACLS Bureau and the MDHHS, Quality Assurance Review Section (QARS). ACLS Bureau and MDHHS QARS requires electronic copies of AAA audit reports (i.e., pdf files) per the grant agreement language.

ACLS Bureau Operating Standard C-10(2) requires that AAA audit reports include a supplemental schedule of expenditures by service category. The schedule must be titled *Supplemental Schedule: Funded Service Categories by Source*. This allows consistency with AAA single audits and can be easily located for comparison by stakeholders. See ACLS Bureau Transmittal Letter # #2019-380 for additional information.

Agency-Wide Report (for FY-ended September 30, 2021)

The Agency-Wide Report for FY2021 expenditures is due to the ACLS Bureau on or before February 15, 2022. ACLS Bureau will issue a transmittal letter containing the Agency-Wide Report instructions for FY2021 expenditures to be issued in early FY2022. AAAs are to submit this report through the ACLS Bureau Secure File Drop in the AIS partner channel.

Financial Summary Profile Reports (FSP)

Financial Summary Profile (FSP) Reports for FY2021 expenditures are due to the ACLS Bureau on or before April 15, 2022. ACLS Bureau will issue a Transmittal Letter containing FSP instructions for FY2021 expenditures in early FY2022.

Direct Care Worker Pay Increase Program (DCW) Reporting

DCW Pay Increase Program Reports

The AAA DCW Quarterly Programmatic Report submission schedule is listed below:

DCW Pay Increase Program Reports & Final Cash Request	Due Date
1 st Quarter	January 15, 2022
2 nd Quarter	April 15, 2022
3 rd Quarter	July 15, 2022
4 th Quarter (Preliminary FSR)	October 15, 2022
4 th Quarter Final FSR & Final Cash Request	December 15, 2022

DCW Pay Increase Financial Reports

DCW Pay Increase FSRs are due to the ACLS Bureau quarterly. The DCW Pay Increase FSR must be submitted via the AAA FSR report in ACLS Bureau's FIRST software application. FSRs and the final cash request (\$0 in Amount of Request column) are due per the AAA FSR schedule.

Senior Community Service Employment Program (SCSEP) Reporting

SCSEP Program Reports and Program Narrative

SCSEP Quarterly Program Reports (QPR) and Quarterly Program Narratives are submitted by AAAs and other SCSEP grantees using the SCSEP data reporting application developed by the U.S. Department of Labor. SCSEP operates on a July 1st through June 30th program year (PY). The submission schedule for PY2021-22 QPRs and Program Narratives is listed below:

SCSEP QPR and Program Narrative	Due Date
1 st Quarter	October 30, 2021
2 nd Quarter	January 30, 2022
3 rd Quarter	April 30, 2022
4 th Quarter (Preliminary report)	July 30, 2022
4 th Quarter (Final report)	September 30, 2022

SCSEP Financial Reports

SCSEP FSRs are due to the ACLS Bureau monthly. The SCSEP FSR must be submitted via the SCSEP report in ACLS Bureau's FIRST software application. FSRs and the final cash request (\$0 in Amount of Request column) for the remainder of PY2021-22 are due according to the schedule below:

SCSEP FSRs & Final Cash Request	Due Date
October FSR	November 15, 2021
November FSR	December 15, 2021
December FSR	January 15, 2022
January FSR	February 15, 2022
February FSR	March 15, 2022
March FSR	April 15, 2022
April FSR	May 15, 2022
May FSR	June 15, 2022
June FSR (Preliminary FSR)	July 15, 2022
June FSR Final & Final Cash Request	September 1, 2022

Volunteer Grantee Agency Program and Financial Reporting Requirements

Volunteer Information System (VIS) Program Reporting

Volunteer program grantees submit data on volunteers and volunteers' activities using the web-based VIS software in ACLS Bureau's AIS. Grantees are expected to report in VIS on

a regular and routine basis for volunteers and volunteer-related activities. ACLS Bureau monitors VIS data entry on an ongoing basis.

Volunteer FIRST Reporting

Volunteer FSRs

Volunteer program grantees submit financial reports quarterly using the web-based Volunteer Expenditure Report (VEX) module in the FIRST software in the AIS. VEX FSRs and final cash requests (\$0 in Amount of Request column) for FY2022 are to be submitted in accordance with the schedule below:

VEX FSRs & Final Cash Requests	Due Date
1 st Quarter	January 15, 2022
2 nd Quarter	April 15, 2022
3 rd Quarter	July 15, 2022
4 th Quarter (Preliminary FSR)	October 15, 2022
4 th Quarter Final FSR & Final Cash Request	November 15, 2022

Volunteer FIRST Program Reports

Volunteer program grantees submit certain programmatic reports bi-annually using the web-based VEX software in FIRST on ACLS Bureau's AIS. VEX program reports for FY2022 are to be submitted in accordance with the schedule below:

Volunteer VEX Program Reports	Due Date
1 st Half	April 30, 2022
2 nd Half	October 31, 2022

Merit Award Trust Fund (MATF) Program and Financial Reporting Requirements

MATF Program Reporting

Non-AAA grantee agencies of MATF funding report MATF program data to the ACLS Bureau using the NAPIS software application in ACLS Bureau's AIS on a quarterly basis. The table below describes MATF program reporting requirements for FY2022:

MATF NAPIS Report	Due Date
1 st Quarter	February 15, 2022
2 nd Quarter	April 30, 2022
3 rd Quarter	July 30, 2022
4 th Quarter	November 30, 2022

MATF Financial Reports

MATF FSRs are due on a quarterly basis. The MATF FSR must be submitted using ACLS Bureau's FIRST software application. MATF FSRs are due according to the schedule below:

MATF FSRs & Final Cash Requests	Due Date
1 st Quarter	January 15, 2022
2 nd Quarter	April 15, 2022
3 rd Quarter	July 15, 2022
4 th Quarter (Preliminary FSR)	October 15, 2022
4 th Quarter FSR & Final Cash Request	November 15, 2022

Prevent Elder Abuse and Financial Exploitation (PREVNT) Financial Reports & Programmatic Reports

PREVNT FSRs are due monthly. PREVNT FSRs must be submitted using ACLS Bureau's FIRST software application PREVNT module.

FSRs due 15 th of the month*
Final FSR November 15, 2022

PREVNT program grantees must submit quarterly programmatic reports in ACLS Bureau's FIRST software application PREVNT module.

PREVNT PROGRAMMATIC REPORT	Due Date
1 st Quarter	January 15, 2022
2 nd Quarter	April 15, 2022
3 rd Quarter	July 15, 2022
4 th Quarter	October 15, 2022

State Long-Term Care Ombudsman (SLTCO) Program and Financial Reporting Requirements

SLTCO Program Reporting

Grantee agencies of SLTCO funding report program data to ACLS Bureau using the FIRST software application in ACLS Bureau's AIS on a quarterly basis. The table below describes SLTCO program reporting requirements for FY2022:

SLTCO Program Report	Due Date
1 st Quarter	January 15, 2022
2 nd Quarter	April 15, 2022
3 rd Quarter	July 15, 2022
4 th Quarter	December 15, 2022

SLTCO Financial Reports

SLTCO FSRs are due monthly. SLTCO FSRs must be submitted using ACLS Bureau's FIRST software application. SLTCO FSRs and final cash requests (\$0 in Amount of Request column) are due according to the schedule below:

FSRs due 15 th of the month*
Final FSR and Final Cash Request due November 15, 2022

ACLS Bureau Discretionary Grant Financial Reporting

NOTE – See ACLS Bureau grant agreements for programmatic requirements for each grant described below.

Home-Delivered Meals/Peer Support Program also known as Food and Friendship Connections:

Home-Delivered Meals/Peer Support aka Foods and Friendship Connections Program Report	Due Date
1 st Quarter	January 15, 2022
2 nd Quarter	April 15, 2022
3 rd Quarter	July 15, 2022
4 th Quarter	October 30, 2022

Home-Delivered Meals/Peer Support, also known as Food and Friendship Connections, FSRs are due monthly. The FSR must be submitted using EGrAMS according to the schedule below:

FSRs due 15 th of the month*
Final FSR due October 30, 2022

Medicare Improvements for Patients and Providers Act, State Health Insurance Program (MIPPA SHIP) and Area Agency on Aging (MIPPA AAA) Grant 2022:

FSRs due 15 th of the month*

Final FSR and Final Cash Request due October 15, 2022

Medicare Improvements for Patients and Providers Act, Aging and Disability Resource Collaboration (MIPPA ADRC) Grant – 2021:

FSRs due 15 th of the month*

Final FSR and Final Cash Request due October 15, 2022

Michigan Medicare/Medicaid Assistance Program (MMAP)/State Health Insurance Program (SHIP) Grant:

FSRs due 15 th of the month*

Final FSR and Final Cash Request due June 10, 2022
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Please share this information with the appropriate staff at your agency. General reporting questions can be directed to Cindy Masterson at MastersonC@michigan.gov or at 517-245-3091.

**FSRs reflect expenses through end of the prior month.*

KM/SLW/rk

cc: Scott Wamsley, Director, ACLS Bureau

Cindy Masterson, Director, Operations & Aging Network Support Division
Kristina Leonardi, Director, Community Living Supports & Long-Term Care Policy Division
ACLS Bureau Financial Quality & Grant Support Section
Technical Assistance & Quality Improvement Section
Health Promotion & Active Aging Section