



AAA4 BULLETIN

TO: AAA4 Funded Partners- Providing Non-Registered Services	NO: A4B2025- 08
SUBJECT: Update to Data Reporting Procedures for Non-Registered Services	
DATE ISSUED: 08/06/2025	
REFERENCES: A4B2021-03, A4B2021-05	SUPERSEDES: A4B2021-05
PROGRAMS AFFECTED: <input type="checkbox"/> ALL <input checked="" type="checkbox"/> Title III-B <input type="checkbox"/> Title III C-1 <input type="checkbox"/> Title III C-2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input type="checkbox"/> HICAP <input type="checkbox"/> OTO <input type="checkbox"/> Other: Not applicable	
PURPOSE OF BULLETIN: <input checked="" type="checkbox"/> Amend Policy or Procedure <input type="checkbox"/> Clarification <input type="checkbox"/> Information	
FOR INQUIRIES CONTACT: AAA4's Data Team at datacollection@agencyonaging4.org	

Initially noted in Bulletin A4B2021-05, Funded Partners providing Non-Registered Services are now required to submit a Monthly Data Form via Microsoft TEAMS. This Bulletin is retroactive to July 1, 2025.

The services below are considered Non-Registered Services.

Service Category	Primary Activity (Units)	Data Classification
Outreach	Communication (Contacts)	Non-Registered
Residential Repairs/Minor Home Modifications	Jobs (Modifications)	Non-Registered
Senior Information & Assistance (I&A)	Information (Contacts) Assistance (Contacts) Follow-Up (Contacts)	Non-Registered
Transportation	Rides (one-way trips or vouchers redeemed for one-way trips)	Non-Registered

The new Monthly Data Form was developed by AAA4's Data Team to streamline the data submission submitted by Funded Partners. Any Microsoft Excel documents previously provided by AAA4 are being replaced by the new form. The Monthly Data Form has been customized for each Funded Partner and uploaded to that Funded Partner's channel (folder) on AAA4's Teams environment.

There are three tabs in the Microsoft Excel document: Instructions, Monthly Units & Unduplicated, and Demographics.

1. Instructions Tab

a. Provides detailed instructions on how to fill out the form.

2. Monthly Units & Unduplicated Tab (By County)

a. Aggregate service unit and client unduplicated counts by program and waitlist numbers.

3. Demographics

a. Required client data information

b. **For I&A Funded Partners ONLY:** In addition to submitting the Monthly Data Form, provide client demographic information in a separate Microsoft Excel or CSV file. This will take the place of completing the Demographics Tab.

Training on the new Monthly Data Form can be requested.

Effective July 1, 2025, Non-Registered Funded Partners are no longer required to provide aggregate units via email and submit a Monthly Program Activity Report Form (MPAR).

Questions and technical assistance should be directed to AAA4's Data Team.