

AAA4 BULLETIN

TO: AAA4 Funded Partners- Providing Restricted Services	NO: A4B2025- 06
SUBJECT: Update to Data Reporting Procedures for Restricted Services	
DATE ISSUED: July 24, 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	
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	

Effective July 1, 2025, all Funded Partners providing Restricted Services must submit aggregate service unit data using the new AAA4 Monthly Data Form. This requirement applies exclusively to Title III-B Legal Services.

Service Category	Activity (Units)	Data Classification
Legal Services	Advice & Counseling (Hours) Representation (hours) Consumer Information (Activities)	Restricted

AAA4 Microsoft TEAMS Access

Before AAA4 can send out Microsoft TEAMS invitations, we need to identify which individuals from each Funded Partner require access to the folder. Once that information is received, AAA4's IT Team will send email invitations to those individuals to create unique Teams user accounts in AAA4's TEAMS environment.

Once the account is created, two folders should be visible – one named "General" and one with the Funded Partner's name. Each Funded Partner folder is only accessible to members of that organization and authorized AAA4 Staff.

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The Monthly Data Form is due the 10th calendar day of every month and shall only be submitted via Microsoft TEAMS to ensure data security. The collection of this Monthly Data Form replaces the need to submit the current MIS Legal Form.

Monthly Data Form

The new Monthly Data Form was developed by AAA4's Data Team to streamline the data submission submitted by funded partners. There are three tabs in the document: Instructions, Monthly Units/Unduplicated, and Demographics.

1. Instructions Tab

- a. Provides detailed information on how to fill out the document.

2. Monthly Units & Unduplicated Tab

- a. Aggregate service unit data by program and waitlist numbers

3. Demographics

- a. This section is not required since client information is entered directly into the GetCare system.

Training on the new Monthly Data Form can be requested.

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