SAN MATEO COUNTY AGING AND ADULT SERVICES
TOTAL UNDUPLICATED COUNT OF PARTICIPANTS

For Titles IIIB, C1, C2, D AND OMBUDSMAN PROGRAMS
OAA QUARTERLY REPORTS FOR FY 18-19

PROVIDER NAME/SITE:

QUARTER FIRST: _____ **SECOND:** _____ **THIRD:** _____ **FOURTH:** _____
         (October 10)   **(January 10)**   **(April 10)**   **(July 10)**

REPORT ONLY THE AGGREGATE TOTAL FOR THE QUARTER	
PROGRAM	**CLIENT COUNT**
LEGAL ASSISTANCE (IIIB)	
HEALTH PROMOTION (IIID)	
NUTRITION EDUCATION (Congregate IIIC1)	
NUTRITION EDUCATION (Home Delivered Meals IIIC2)	
OMBUDSMAN (IIIB)	
TRANSPORTATION (IIIB)	
SIGNATURE (I certify this report is correct and completed to the best of my knowledge)	**Date**

Instructions for completing the Quarterly Total Unduplicated Count of Program Participants

Until the Older Americans Act (OAA) Programs are fully automated and the National Aging Programs Information Systems (NAPIS) is fully implemented, the quarterly report identifying the count of people participating in non-registered programs will be required.

- July 1, 2018 marks the beginning of a new fiscal year for OAA funded programs. Beginning July 1, every person who receives services must be counted as an unduplicated person.
- Even people who have received services in past years, i.e. returning clients, will be counted again in each new fiscal year.
- Even though a person receives a service all year long, they can only be counted once each year, i.e. if you count a client in the first quarter, do not count them again in the succeeding quarters. (Thus, the count is unduplicated during the year.)
- All of the information requested should be part of your agency intake information.