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

FOR FAMILY CAREGIVER SUPPORT PROGRAMS
ONLY OAA QUARTERLY REPORTS for FY 16-17

PROVIDER NAME/SITE:

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

REPORT ONLY THE AGGREGATE TOTAL FOR THE QUARTER

Access Assistance	Client Count
CAREGIVER I&A	
CAREGIVER OUTREACH	
CAREGIVER INTERPRETATION/TRANSLATION	
CAREGIVER LEGAL RESOURCES	
Information Services	**Client Count**
PUBLIC INFORMATION ON CAREGIVING	
COMMUNITY EDUCATION ON CAREGIVING	
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 Family Caregiver Support Programs 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, 2014 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.