## SAN MATEO COUNTY AGING AND ADULT SERVICES

**Management Information System (MIS) for IIIB and IIID**

*(Rev. 07.2020)*

# MONTHLY SUPPORTIVE SERVICES REPORT – FY 2020-2021

**Titles III B and III D (Legal programs on separate MIS)**

1. TYPE OF REPORT (CHECK ONE)

 ADDITION \_CORRECTION

1. MONTH YEAR

 / /

1. AGENCY NAME 3. PROGRAM NAME

# SERVICE ACTIVITY NAME CARS CODE FUNDING # OF UNITS PROVIDED

Adult Day Care / Adult Day Health Care 5 IIIB Day(s) of attendance

Health Promotion 1525 IIID contact(s)

Information and Assistance

* + Information / Referral
	+ Follow-up

13 IIIB contact(s)

 contact(s)

Transportation 10 IIIB one way trip(s)

## COVID-19

Information and Assistance

* Information / Referral
* Follow-up
* Wellness Checks

## COVID-19

Transportation

* Meal Delivery
* Other Delivery

13 IIIB

10 IIIB

 contact(s)

contact(s) contact(s)

 one way trip(s)

 one way trip(s)

SIGNATURE (I certify this report is correct and completed to the best of my knowledge)

DATE

GENERAL INSTRUCTIONS FOR COMPLETING

1. TYPE OF REPORT – Check ADDITION to report new data. Check CORRECTION

If you are correcting or updating information previously reported during the existing contract period.

1. MONTH AND YEAR OF REPORT – Enter the two-digit month and year in which the service was provided.
2. AGENCY NAME – Enter the name of your agency.
3. PROGRAM NAME – Enter the name of the contracted program you are reporting.

Each contracted program must be reported on a separate form.

1. SERVICE ACTIVITY NAME, CARS CODE, FUNDING – Do not enter any data.
2. # OF UNITS PROVIDED – This section is used to report the number of units of service provided for each contracted service for the program. Enter the number of units provided this month in the fourth column.