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AAA4 Program Memo / Bulletin

TO: AAA4 Funded Partners	NO: A4B2017-07
SUBJECT: Alert to Contract Language Changes; Amend Policy or Procedure	DATE ISSUED: August 1, 2017
REFERENCES:	AMENDS: A4B 2017 6
PROGRAMS AFFECTED: [x] ALL [] Title III-B [] Title III C-1 [] Title III C-2 [] Title III-D [] Title III-E [] HICAP [] OTO [] Other	
PURPOSE OF BULLETIN: [x] Amend Policy or Procedure [] Clarification [] Information:	
FOR INQUIRIES CONTACT: For programmatic, fiscal or data reporting assistance, please contact your Regional Services Specialist.	

The purpose of this bulletin is:

- To alert all Funded Partners to a change in contract language regarding Reporting requirements. Note changes in red.

Article X: Reports

- C. Data Reporting: FUNDED PARTNERS providing services defined as Registered Services are required to collect and enter client level data in the A4AA designated data collection application. **Such client and service unit data entry must be completed by the 15th calendar day of each month** during the Contract Agreement. FUNDED PARTNERS providing **services defined as Non-Registered Services are required to submit scope of service (aka MIS) data by the 15th calendar day of each month** during the Contract Agreement. FUNDED PARTNERS may also be required to submit additional data at the request of A4AA Client level data is identified in the Suggested Intake Forms provided by A4AA. FUNDED PARTNERS may develop client intake forms containing all A4AA required data and that have been approved by A4AA.

Effective Date:

These changes are effective upon execution of the 2017-2018 Contract Agreement. Please share this information with appropriate staff.

Technical Assistance:

For programmatic, fiscal or data reporting assistance, please contact your Regional Services Specialist (RSS).