

ADRC Reports FY 2027

Quarter
1

JULY	Due July 10: ADRC Outreach Report (covering June)
	Due July 15: ILC OC Consumer Activity Report - Quarter 4 (covering April 1 – June 30). <u>Note:</u> ASAPs run HAR Q4 report)
AUG	Due August 10: ADRC Outreach Report (covering July)
SEP	Due September 10: ADRC Outreach Report (covering August)

Quarter
2

OCT	Due October 10: ADRC Outreach Report (covering September)
	Due October 15: ILC OC Consumer Activity Report - Quarter 1 (covering July 1- September 30). <u>Note:</u> ASAPs run Q1 HAR report on October 15
NOV	Due November 10: ADRC Outreach Report (covering October)
DEC	Due December 10: ADRC Outreach Report (covering November)

Quarter
3

JAN	Due January 10: ADRC Outreach Report (covering December)
	Due January 15: ILC OC Consumer Activity Report – Quarter 2 (covering October 1 – December 31). <u>Note:</u> ASAPs run HAR report January 15
FEB	Due February 10: ADRC Outreach Report (covering January)
MAR	Due March 10: ADRC Outreach Report (covering February)

Quarter
4

APR	Due April 10: ADRC Outreach Report (covering March)
	Due April 15: ILC OC Consumer Activity Report - Quarter 3 (covering January 1-March 31) <u>Note:</u> ASAPs run HAR report April 15
MAY	Due May 10: ADRC Outreach Report (covering April)
JUNE	Due June 10: ADRC Outreach Report (covering May)

ADRC Reports FY 2027

ADRC Outreach Report (monthly)

This report tool is used to capture *outreach to professionals only*. Currently the ADRC Outreach Report is focused on:

- **Cities/Towns** (*such as departments within local governments*)
- **ADRC Member/Agency Engagement Events** (*Partnerships*)

Please complete this form each month regardless of whether any outreach was conducted during the month. Note: If no activity was completed that option can be selected on the report.

OC Consumer Activity Report (quarterly)

ILCs: The excel spreadsheet shows the number of new OC cases for the quarter, the number of closed cases, the outcomes for the closed cases, and additional data. This report contains data specific to your individual agency. **ASAPs:** Use the HAR report to review the data and be alerted to errors for correction in A&D.

I&R Training Hours

This is for ASAPs & AAAs only. Each year Information & Referral staff are to increase their knowledge with information and resources that are available. OC staff are encouraged to also participate. Training hours are to be submitted by each agency. (*Please refer to Training Guide for training topics*)

Full time staff- 40 hours/year

Part time staff- 20 hours/year