

**MIPPA Reporting Guidance for AAAs and ADRCs**  
**September 30, 2015 – September 29, 2017**

<p><b>CDA Contact</b></p>	<p>For questions or to submit performance reports:</p> <ul style="list-style-type: none"> <li>• Mike Reaker, <a href="mailto:mike.reaker@aging.ca.gov">mike.reaker@aging.ca.gov</a>, 916-928-2290</li> <li>• For performance reports (data or narrative), please copy Pollyanna Barnich, <a href="mailto:pollyanna.barnich@aging.ca.gov">pollyanna.barnich@aging.ca.gov</a></li> </ul>
<p><b>Required Reports</b></p>	<ol style="list-style-type: none"> <li><b>1. Data</b> <ul style="list-style-type: none"> <li>• <u>No data</u> needs to be submitted related to MIPPA work completed by HICAPs. CDA will capture this data via SHARP/PeerPlace, the statewide HICAP database. See the <a href="#">MIPPA page</a> on the CDA website for guidance explaining how HICAPs should enter this data into SHARP/PeerPlace.</li> <li>• If your AAA or ADRC uses MIPPA funds to provide MIPPA-related counseling, outreach or application assistance to clients, please complete and submit the MIPPA AAA/ADRC Reporting Tool each quarter.</li> <li>• If you do not submit a MIPPA AAA/ADRC Reporting Tool each quarter, CDA will assume that all of your MIPPA funds (other than the administrative portion) went to your HICAP.</li> </ul> </li> <li><b>2. Narrative</b> <ul style="list-style-type: none"> <li>• You must submit a short narrative report twice each year. CDA will provide further guidance regarding this report.</li> </ul> </li> <li><b>3. Partner List</b> <ul style="list-style-type: none"> <li>• You must submit an updated MIPPA partner list once each year. CDA will provide further guidance regarding this report.</li> </ul> </li> <li><b>4. Work Plan</b> <ul style="list-style-type: none"> <li>• Each AAA must submit an updated MIPPA work plan that clearly describes the activities that will be performed by each of the MIPPA entities [AAA, HICAP, and ADRC (where applicable)] during the project’s third year (2016-2017).</li> </ul> </li> </ol>
<p><b>Data Reporting Deadlines</b></p>	<p align="center"><b>Project Years 2 (2015-16) and 3 (2016-17)</b></p> <p>If your AAA or ADRC directly provides MIPPA-related outreach, counseling, and/or application assistance to clients, please complete and submit the MIPPA AAA/ADRC Reporting Tool by the following dates:</p> <ul style="list-style-type: none"> <li>• January 15 (for work completed September 30 through December 31)</li> <li>• April 15 (for work completed January 1 through March 31)</li> <li>• July 15 (for work completed April 1 through June 30)</li> <li>• October 15 (for work completed July 1 through September 29)</li> </ul>

<b>Reporting Tool</b>	<b>The MIPPA AAA/ADRC Reporting Tool is available on the <a href="#">MIPPA page</a> of the CDA website.</b>
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