

**321—28.10(231,249H) Reporting requirements.****28.10(1) AAA subcontractors.**

*a.* Area agency on aging subcontractors shall submit monthly reports to the area agency on aging based upon reporting forms that are available from the AAA.

*b.* Subcontractor monthly reports, excepting those submitted by legal services providers, shall provide data for the previous month and by year-to-date for:

(1) Total number of clients served; and

(2) For each client receiving financial assistance from senior living trust funds, the report must be by service category, the number of units of service provided, the number of units of service not provided, the reasons services were not provided, and expenditures.

*c.* Subcontractors shall provide other information as requested by the AAA.

*d.* Subcontractors, excepting legal services providers, shall participate in the NAPIS client registration process.

*e.* Subcontractors providing legal services shall report in aggregate:

(1) Unduplicated count of clients served;

(2) The number of units of service provided;

(3) The number of units of service not provided;

(4) The reasons services were not provided; and

(5) Expenditures.

**28.10(2) Area agencies on aging.**

*a.* Area agencies on aging shall, at a minimum, submit monthly reports to the department, as specified by the department in one or more IAPIs governing reporting requirements.

*b.* Each AAA shall use the NAPIS client registration process for clients receiving HCBS senior living assistance, with the exception of clients receiving legal assistance.