

InfoVan - Quarterly Aggregate Reporting Form			
Area Agency on Aging:			
PSA	Reporting Period	SFY	Reporting Date
AAA Contact Person:		AAA Contact Number	
		AAA Contact E-Mail	

InfoVan Data Reporting			
1) InfoVan Use – Number of Instances		2) InfoVan Service Units	
HICAP		OUTREACH	
IIIIE (e.g., FCSP)		Contacts	
I&A		COMMUNITY EDUCATION	
Other Program		Community Ed Hours	
		Community Ed Attendees	

Instructions for Completing InfoVan Reporting Form

Instructions:

- 1) InfoVan Use: Enter total number of instances the InfoVan was used to provide Community Education and/or Outreach under the correct program category.
- 2) InfoVan Service Units: Enter total number of service units (per reporting period) delivered specifically through the use of an InfoVan under the appropriate categories (Outreach and/or Community Education).

Definitions:

OUTREACH

One-on-one interventions with individuals initiated by an agency or organization for the purpose of identifying potential clients (or their caregivers) and encouraging their use of existing services and benefits.

Unit of Service = One (1) Contact (One-on-one)

COMMUNITY EDUCATION

To educate groups of older persons, their families, friends, and community organizations/facility staff on rights, benefits and entitlements for older persons either residing at home or living in an institutional setting.

Unit of Service = One (1) Hour

Unit of service = Attendees (Estimated number of persons attending)