

Required Service Deliverable Backup and Naming Conventions

District Center (DC)
Enhancing Equity (EE)

(XX - Two letter provider codes shown below)

Report required for Invoice payment	Database used for participant information	Report includes	Naming convention for document
Focal Point Services	Monthly report required (excel format).	# of units; unduplicated client count For FCG support groups: names, demographic info	MMYY_XX_Focal Point
Information, Referral & Assistance	Aging and Disability Resource Connection (ADRC) GetCare	Report from GetCare: # of contacts: information, referral, assistance separately. If billing for R&A 30+min calls, submit Excel spreadsheet with calls, not PDF summary.	MMYY_XX_IR&A
Transportation Scheduling & Coordination	UCR - Universal Client Registry	Transportation Contract Deliverables monthly log completed: Service provided (Passes/Tickets, Cab Rides), assessments completed and uploaded to referral, <u>Transportation Log in UCR set to Submitted by Manager</u>	<i>n/a: must be completed in database prior to invoice submission</i>
Options Counseling	ADRC GetCare	Names of customers served, number of service units provided per customer, Client Custom Report	MMYY_XX_Options Counseling

Report required for Invoice payment	Database used for participant information	Report includes	Naming convention for document
OAA Case Management OPI Case Management Family Caregiver Case Management Star-C CMA - Employee CMA - Volunteer	Oregon Access	“Turnaround report”: Names of participants served, # of service units provided per participant	MMYY_XX_Turnaround
Congregate Meals	Oregon Access, UCR	# of meals, names of participants with prime numbers, date annual nutrition assessment completed with score, quarterly nutrition education completed	MMYY_XX_Meals

Two-letter Provider Codes

District Centers

Friendly House - DC FH
Hollywood Senior Center NE
Impact NW PT
IRCO – DC ME
YWCA EC

Nutrition only

Ecumenical Ministries EM
Meals on Wheels People 91

Enhancing Equity

AHCS - EE AS
EI Programa Hispano PH
Friendly House – Sage GG
Latino Network LN
IRCO – EE IR
NARA – EE NA
NAYA – EE NY
Q Center QC
Urban League UL