

## **INSTRUCTIONS FOR ELECTONIC SUBMITTAL OF FOCAL POINT REPORT**

- Open worksheet called “Focal Point Report.xls”
- Use “Detail” tab
- At top of worksheet select the drop-down for
  1. Select Location: District Center two-letter code (for example EC for East County YWCA)
  2. Select Month
- Enter in the name of each activity and the event and units associated with the activity based on the definitions (worksheet will automatically total events and activities).
- If you need to add rows for additional activities you can do so (highlight row you need to add, select INSERT, ROW on Excel toolbar).
- Open the Summary tab and enter the month services were provided under SVCDATE (MMYYYY); the number of unduplicated participants (EV) for each service; and the number of units (UN) for each service.
- Save worksheet using the naming convention MMYX\_XX\_23, where XX = your two letter code.
- Send report with your invoice to ADS Contracts deliverables mailbox by the 5<sup>th</sup> working day of the month, or the 7<sup>th</sup> working day for consortiums.  
(ads.contracts@multco.us)

If there are any problems with the report contact your ADVSD Contract Liaison