



OKLAHOMA DEPARTMENT OF HUMAN SERVICES

Aging Services Division - Program Monitoring Unit

Title III Reports Schedule



Report name	Report number	Send to	Reporting schedule
Directory - Congregate Meals Program	OKDHS Appendix 02AX007E	State dietitian	Update due annually on June 30 th .
Annual Assessment	Form 02AG005E	Programs field representative	Due at the time of scheduled AAA annual on-site assessment.
Title III Services Program Report	Form 02MP003E	Area Agency on Aging (AAA) keeps at office on file. Do not forward to Aging Services Division (ASD).	Due monthly at AAA office. Due date and format is determined by AAA. Be advised that ASD staff monitor these reports during AAA annual on-site assessment.
Project Menu Plan – Nutrition Program for the Elderly	Form 02AG018E	State dietitian	Due quarterly on the 15 th of October, January, April, and July.
Number of Meals Served	Form 02AG019E	State dietitian	Due monthly on the 10 th and submitted by e-mail only.
Area Agency on Aging (AAA) Quarterly Report	Form 02AG020E	Programs field representative	Due quarterly on the 25 th of October, January, April, and July.
Cumulative Program Performance Report and Service Expenditures Profile	Forms 02AG022E and 02AG023E	Data base manager	A notice is sent out annually advising the due date, which is close to November 30 th .
Dietary Consultant's Report	Form 02AG025E	State dietitian	Due monthly on the 10 th .

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Management Plan Documentation	Form 02AG008E or similar format	Programs field representative	Due semiannually on: <ul style="list-style-type: none"> • January 30th for first and second quarters; and • July 30th for third and fourth quarters.
Disaster plan	Not applicable	Programs field representative	Due annually with submission of final area plan.
Multipurpose senior centers which received Title III funding for construction within the past 20 years	Not applicable	Assigned programs field representative	Due annually on March 30 th .