

# —TECHNICAL ASSISTANCE MEMORANDUM—

## Texas Department of Aging and Disability Services (DADS) – Access and Intake Division

<b>TITLE:</b>	Report Submission Procedure	<b>NUMBER:</b>	AAA-TA 501
<b>SECTION:</b>	Area Agencies on Aging	<b>APPROVAL:</b>	Betty Ford
<b>ISSUE DATE:</b>	2/1/08	<b>REVISION DATE:</b>	10/27/09
<b>RELEVANT CITATIONS:</b>	40 TAC §83.15		
<b>DISTRIBUTION:</b>	<input type="checkbox"/> Executive Director <input checked="" type="checkbox"/> Director <input checked="" type="checkbox"/> Fiscal Director <input checked="" type="checkbox"/> AAA Section Staff		

The Department is reissuing the technical assistance memorandum (TA) to reflect changes with the Reports Mailbox operating hours, the required subject line nomenclature, and the process of submitting emails and reports to the Reports Mailbox.

The Reports Mailbox was established by the Department to provide one location for required Area Agencies on Aging (AAA) report submissions to DADS, and to ensure timely receipt of their report submissions. AAAs are required to use the Reports Mailbox for all report submissions unless otherwise directed. The standard email address is T3Areports@dads.state.tx.us.

The Reports Mailbox is staffed from 8:00 a.m. to 4:30 p.m. Monday through Friday, excluding holidays. Any submissions received after 4:30 p.m. will be reviewed and processed the next business day. Submissions are processed using a first in, first out method.

When submitting a report, AAAs must use the required subject line nomenclature for the specific report. Any email received with the incorrect information in the subject line, will be rejected and returned to the sender.

The submission of the reports listed on the *AAA Report Due Date Schedule – Fiscal Year xxxx* are tracked. In accordance with 40 TAC §83.15(d)(1), the AAAs are required to submit the reports listed on *AAA Report Due Date Schedule – Fiscal Year xxxx* on time to be eligible to participate in the distribution of the carryover pool funds.

Email tracking options may be used by the AAA to receive an automated return receipt email notification when its report and message has been received by DADS. If the AAA's email system does not contain this option, a request for a return receipt can be included in the text of the email. Original emails and report submissions sent to the Reports Mailbox are archived according to the Department guidelines.

The *AAA Reports Subject Line Nomenclature* and *AAA Report Due Date Schedule – Fiscal Year xxxx* are found on the AAA website at <http://www.dads.state.tx.us/providers/AAA/Procedures/index.html>.

Questions and comments should be directed to the Help Desk at T3Ahelp@dads.state.tx.