

INSTRUCTIONS FOR ELECTONIC SUMBITTAL OF FOCAL POINT REPORT

- Open worksheet called “Focal Point Report.xls”
- Use “Detail” tab
- At top of worksheet:
 1. Enter Agency Name: Agency two-letter code
 2. Select Month
- Enter in the name of each activity and the event and units associated with the activity based on the definitions, see tab “Definitions”, the 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).
- For Caregiver Support Groups (Family Caregiver and Grandparent) please complete the tab “Support Group List” with the participant’s names, if this is an on-going group, add clients to the list as needed.
- 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 5th working day of the month, or the 7th working day for consortiums.
(ads.contracts@multco.us)

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