Title III-B: Access Services -Transportation Services
Data Collection and Invoicing Standards

Area Agencies on Aging (AAA) are required to provide detailed information on Older Americans Act Title III program participants, services, and expenditures annually. Indiana, as the State Unit on Aging, uses this information to submit a comprehensive State Program Report (SPR) to the Administration for Community Living through the Older Americans Act Area Agencies Performance System (OAAPS). Below is a list of the different invoice types for Title III-B.

Data Collection and Reporting

All providers must submit monthly reports using INSITE/NAPIS and CoAction's designated reporting system. Required data includes:

For Assisted Transportation (Requires Summary Client Profile):

- Age, Gender
- Rural Status
- Poverty Status
- Household Status
- Race and Ethnicity

For Non-Assisted Transportation (General Transportation):

- Number of unduplicated people served monthly
- Estimated individuals age 85+
- Race and ethnicity distribution
- Rural status
- Poverty status

No client profile required. Please report the following estimates on Unduplicated Persons Served (only new individuals served each month):

- Total estimated served per month
- Estimated Individuals served aged 85+
- Estimated Individuals Race and Ethnicity (American Indian or Alaska Native, Asian or Asian American, Black or African American, Native Hawaiian or Pacific Islander, White; Hispanic or Not Hispanic)
- Estimated Individuals Rural Status (based on zip code)
- Estimated Individuals Poverty Status (At or Below Poverty or Above Poverty Level)

Documentation Requirements

- Client intake and trip logs maintained at the provider's location
- Vehicle inspection logs available for review
- Compliance with all federal, state, and local reporting requirements