



**The Senior Alliance**  
**Area Agency on Aging 1-C**  
**3850 Second Street, Suite #201**  
**Wayne, MI 48184-1755**  
**Phone (734) 722-2830 or (800) 815-1112**  
**Fax: (734) 722-2836**  
**[info@aaa1c.org](mailto:info@aaa1c.org)**



## **TSA MISSION STATEMENT**

**To coordinate a comprehensive network of services in Western and Southern Wayne County to enable older persons to function as independently as possible in the community environment which best suits their needs. To provide the advocacy, programming, planning, contracting, funding, and personnel necessary to accomplish the foregoing purpose.**

Date: July 23, 2009  
To: TSA Contractors  
From: Amanda D'Angelo, Information/Contracts Specialist  
Re: **Mandatory Contractor Meeting**

**Attendance to contractor meetings is required by all organizations.** If you personally are unable to attend, please send an alternate in your place. If you have any questions, please call (734) 727-2085 prior to the meeting.

**DATE: August 25, 2009**  
**TIME: 1:00 p.m. to 3:00 p.m.**  
**SITE: The Senior Alliance**  
**3850 Second Street, Ste. 201**  
**Wayne, MI 48184**

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## **AGENDA**

1. Introductions
2. Unit Definitions (handout)
3. Program/Fiscal Unit Reporting Differences
4. Submitting Quarterly Cash Requests
5. Local NAPIS Forms
6. Reporting
  - Unduplicated Clients
  - Timely, Complete & Accurate Reporting
  - New Report Forms
7. Grievance Procedures
8. Best Communication Practices
9. Future Contractor Meetings
10. Questions?