

Submit as required by contract ("Attachment D"). Due date is 30 days after end of each quarter.

### Drop-In Center

<b><i>Area to be reported</i></b>	<b><i>Reporting Requirements</i></b>	<b><i>Information Source</i></b>	<b><i>Frequency</i></b>
Consumer Satisfaction with Services Provided	Satisfaction on Survey Aggregate Form and response rate  (report # of surveys distributed and # of surveys collected)	Consumer Survey procedure, Consumer Survey, and Survey Aggregate Form (in provider manual)	Annually – due April 30
Attendance (unduplicated count)	Average daily attendance for the quarter (average # per day)	Sign-in Sheets	Quarterly