

COUNCILS ON AGING SURVEY FOR THE ANNUAL REPORT

FY2021 - Instructional Guide & FAQ Document



*Executive Office of
Elder Affairs*



Councils On Aging *Online Survey for the Annual Report FY21*

Dear COA Directors,

I am writing to share the FY21 COA Annual Report form and am pleased to announce that COA Annual Reports may now be submitted to the Executive Office of Elder Affairs online. You may now access the annual report survey at <https://app.keysurvey.com/f/41597644/92a8/>.

While the survey may look considerably different than it has in the past, please note that it contains most of the same questions as versions from prior years. The information you submit is critical in informing EOE and other state agencies about best practices, emerging trends and how COAs have responded to COVID-19, as well as other challenges over the year. Additionally, survey results will help the aging services network determine who we are and are not reaching and where we need to expand our outreach efforts in supporting older adults, family members and caregivers across the Commonwealth.

We request that you complete the survey no later than Friday, December 31, 2021. If you have any questions regarding the survey, or if you prefer to fill out a paper version, please contact me directly at adam.frank@mass.gov or (617) 222-7428.

Special thanks to the COAs of Ashburnham, Duxbury, East Longmeadow, Georgetown, Gloucester, Richmond, Seekonk, Williamstown and Winthrop for their valuable feedback on the beta version of this survey.

We look forward to sharing the findings of this survey with you in February 2022. We are grateful for your incredible and critical work and for taking the time to keep EOE informed about your efforts.

All the best,

Adam Frank
COA Program Coordinator
Massachusetts Executive Office of Elder Affairs



Reminders

Survey Due Date

- Please complete your submission by December 31, 2021

Assistance & Inquiries

- Matters regarding program specific questions or survey report items may be directed to:

Adam Frank
Council on Aging & Grants Coordinator
Adam.Frank@Mass.Gov
617-222-7428

Accessing the Survey Form

To complete and submit a Survey, click the link below and fill in the requested information.

Councils on Aging Survey FY2021
(July 1, 2020 – June 30, 2021)

<https://app.keysurvey.com/f/41597644/92a8/>

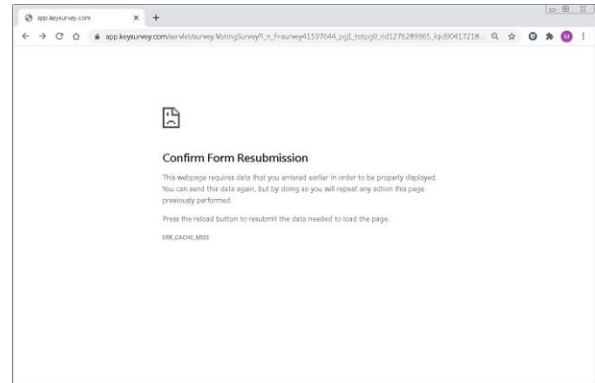


Entering Data

The survey does not need be completed and submitted at one time. If the survey is not submitted and the window is intentionally closed or eventually times out, the data will not be lost for that submission. The settings are configured to allow for you to return to your work in progress. However, for the data to repopulate and allow for continuation please note that you must be accessing the Survey Link through the same computer and internet browser as when you initially began.

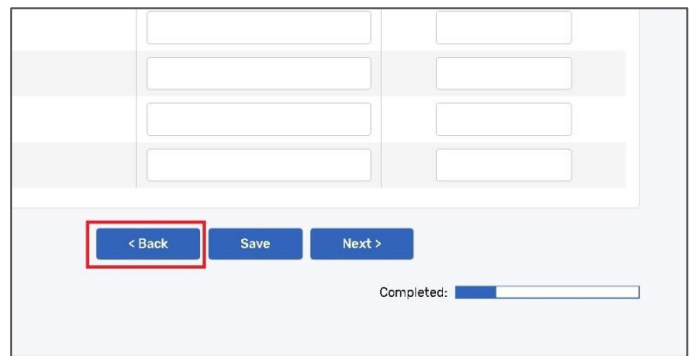
Back Button

To return to a previous page, **do not use the Back Button located on the Internet browser** as this will result in a system error message occurring. If this happens, close out of the browser and open the survey once again using the original link.



To return to a prior screen, only utilize the **“Back”** button displayed in the actual form itself. →

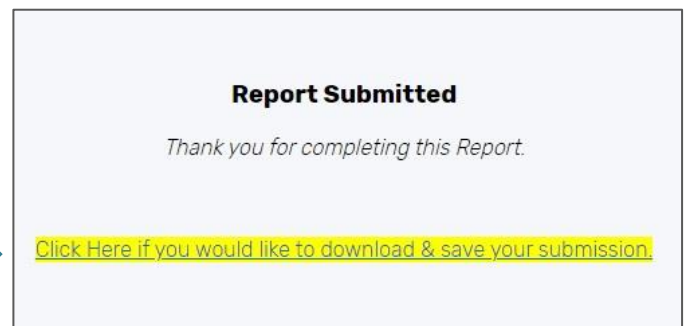
This is found towards the bottom middle of the page.



Record Keeping

Upon submitting a survey there will be an option for Saving / Printing the finished report as a PDF file for your records.

To do so, click on the link as indicated which will then open your record. →





Autocalculation Formulas

Questions which require a calculation such as a category total will automatically sum as the information is entered.

Fields containing these background formulas are locked and will appear as a light gray shade.

5. Revenue

Provide FY2021 revenue for each category; if there was no revenue in a category enter unknown leave blank.

Municipal Appropriation

E0EA Appropriation

Donations

Other

Total Revenue

\$ 0.00