

Reporting Spotlight and Best Practices

Mastering Monthly & Quarterly Reports

In an effort to assist you in developing and creating informative, effective Monthly & Quarterly Reports, the Georgia Access Assister team offers these valuable tips.

WHY REPORTING MATTERS?

1

Know Your Reporting Deadlines

Monthly Reports – Due by the 15th of the following month

Quarterly Reports – Due Jan 15th, April 15th, July 15th, and October 15th

✓ Set calendar reminders (Outlook, Google Calendar, or phone alerts)



2

Common Reporting Mistakes

- Missing or Incomplete Data
- Consumer Assistance Incorrect Counts
- Inaccurate Calculations
- Last-Minute Submissions

Pay close attention to:
Section 4d
Appendix A



3

Step-by-Step Reporting Process

1. Gather Required Data
2. Enter Data carefully and complete ALL fields
3. Review thoroughly
4. Submit timely

Use a checklist to
track required data
before submission



4

Tools & Tips for Easy Reporting

- ✓ Use Templates– Pre-fill standard fields to save time
- ✓ Track Data Daily/Weekly– Avoid struggling close to the deadline
- ✓ Ask for Help Early– If you have questions, reach out before the due date



For questions or more information, contact:

cdos@georgiaaccess.ga.gov

navigators@georgiaaccess.ga.gov

By following these best practices,
you'll complete reports faster, more
accurately, and with less stress.



Take Action!