

**From:** Theriot, Susan <stheriot@aging.sc.gov>  
**To:** Kester, Tony <kester@aging.sc.gov>  
**Date:** 9/4/2014 1:07:49 PM  
**Subject:** FW: SHIP Mid-Term Report - Due 9/30/14  
**Attachments:** FY 2014 SHIP Mid-Term Report Template.docx

---

FYI

---

**From:** Rivers, Denise  
**Sent:** Thursday, September 04, 2014 11:39 AM  
**To:** Theriot, Susan; Beard, Rene  
**Subject:** FW: SHIP Mid-Term Report - Due 9/30/14

Just FYI – the SHIP report is due at the end of the month and I don't know enough to do it.

Denise

**From:** SHIP Directors On Behalf Of Kinney, Rebecca (ACL/AOA)  
**Sent:** Friday, August 29, 2014 1:22:22 PM (UTC-05:00) Eastern Time (US & Canada)  
**To:** [SHIP-DIRECTORS@LIST.NIH.GOV](mailto:SHIP-DIRECTORS@LIST.NIH.GOV)  
**Subject:** SHIP Mid-Term Report - Due 9/30/14  
Good Afternoon!

Attached you will find the template for the 2014 Mid-Term Report. As discussed at the SHIP Directors Meeting last week (at the SMP Conference) this format is based on previous CMS mid-term reports so it should be familiar to most of you.

We have eliminated the need to include your current performance measure data on this report. This means that "Section 1 – National Performance Reporting" is purely narrative, however, you may use data to support your narrative if you choose.

The goal of this report is to give ACL an idea on how you are doing with your grant. Please be as concise as possible. Keep in mind that this report offers you an opportunity to highlight best practices and successes. Alternatively you may use this opportunity to explain program challenges and/or areas where you may need or want technical assistance from ACL.

All reports should be uploaded to your ACL SHIP grant in GrantSolutions by September 30, 2014. Please upload these to the "Grant Notes" section of the system and label them as a "Progress Report". You can find a tutorial on how to do this on ACL's website here: [http://www.acl.gov/Funding\\_Opportunities/Grantee\\_Info/Grantee\\_Resources.aspx](http://www.acl.gov/Funding_Opportunities/Grantee_Info/Grantee_Resources.aspx).

If you have questions on any aspect of this please let me know. I'm happy to help if I can.

Have a wonderful Labor Day weekend!

Best,

**Rebecca M. Kinney**  
SMP Program Manager | Acting SHIP Program Manager  
Administration for Community Living  
U.S. Department of Health and Human Services  
(202) 357-3520  
[rebecca.kinney@acl.hhs.gov](mailto:rebecca.kinney@acl.hhs.gov)