

Recovery Residences Reporting Instructions

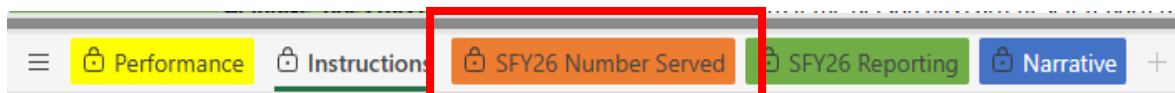
- 1) Download the excel file for the correct state fiscal year (SFY) from the DSU [Reporting Forms and Guidance Documents webpage](#). The name will be “Recovery Residence Reporting FYXX”, where XX will be the last 2 digits of the fiscal year, e.g. for SFY 2026, “Recovery Residence Reporting FY26”.

Recovery

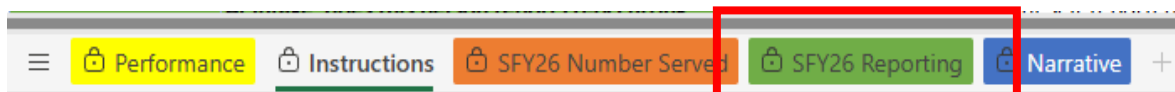
✓ Recovery Housing Programs

REPORTING FORMS	
Recovery Housing Quarterly Report	
Recovery Residence Reporting FY26	

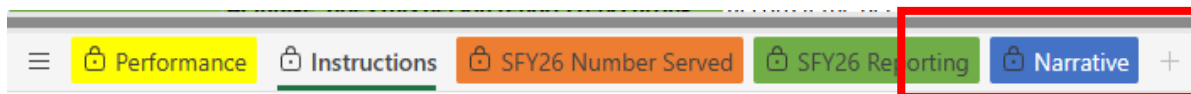
- 2) Navigate to the **Number Served** tab and complete the information for the appropriate quarter.



- 3) Navigate to the **Reporting** tab and provide a full record of everyone that DEPARTS the facility during the grant year. Each entry (row) in the table will correspond to one client departure.



- 4) Navigate to the **Narrative** tab and provide successes and challenges narrative for each quarter.



- 5) You will upload this spreadsheet as your Quarterly Grant Report via Alchemer. The submission deadlines are as follows:

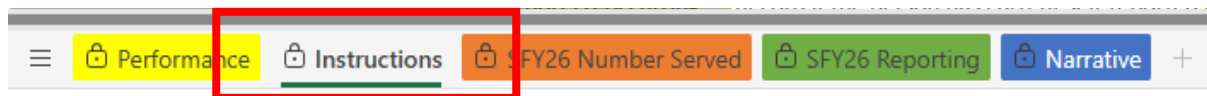
SFY Quarterly Grant Reporting Submission Deadlines	
Quarter	Deadline for Alchemer Submission
Quarter 1 (July 1 - September 30)	October 15 th
Quarter 2 (October 1 - December 31)	January 15 th
Quarter 3 (January 1 - March 31)	April 15 th

Quarter 4 (April 1 - June 30)	July 15 th
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- 6) Reporting will be **year-to-date**. Maintain the same worksheet for the full grant year, adding additional rows for clients as needed. For example, the Quarter 2 report will include information submitted from Quarter 1, the Quarter 3 report will include information submitted for Quarter 1 and Quarter 2, etc.
- 7) You can now review quarterly and year-to-date measures in the **Performance** tab.



- 8) For additional information, see data input instructions for each field as outlined in the **Instructions** tab.



If you have additional questions, please contact Danielle.Schwartz@vermont.gov