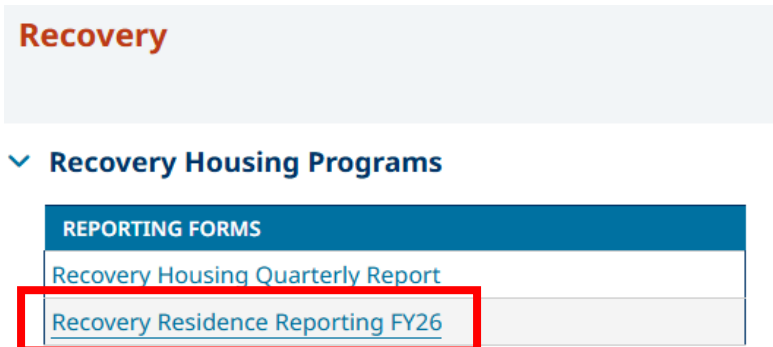
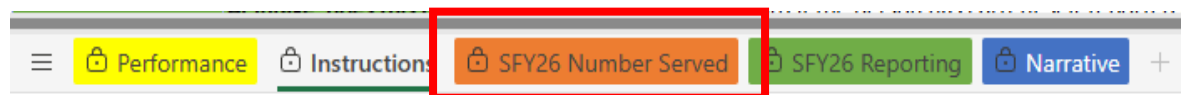


## Recovery Residences SFY26 Reporting Instructions

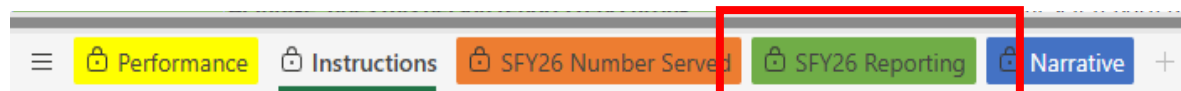
- 1) Download the excel file entitled “Recovery Residence Reporting FY26” from the [DSU Reporting Forms and Guidance Documents webpage](#)



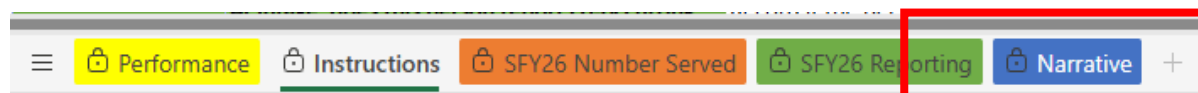
- 2) Navigate to the **SFY26 Number Served** tab and complete the information for the appropriate quarter.



- 3) Navigate to the **SFY26 Reporting** tab and provide a full record of everyone that DEPARTS the facility during the grant year (July 1 2025 - June 30 2026). Each entry (row) in the table will correspond to one client departure.



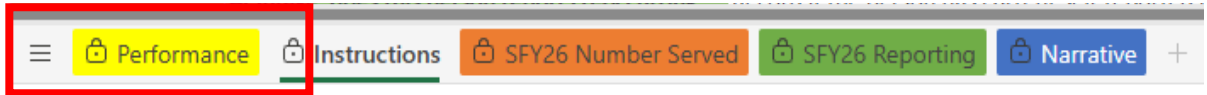
- 4) Navigate to the **Narrative** tab and provide successes and challenges narrative for each quarter.



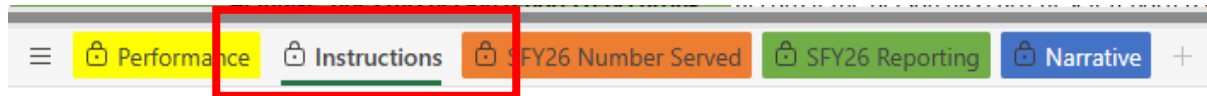
- 5) You will upload this spreadsheet as your [Quarterly Grant Report via Alchemer](#). The submission deadlines are as follows:

SFY26 Quarterly Grant Reporting Submission Deadlines	
Quarter	Deadline for Alchemer Submission
Quarter 1 (Jul 1, 2025 - Sep 30, 2025)	October 15 <sup>th</sup> 2025
Quarter 2 (Oct 1, 2025 - Dec 31, 2025)	January 15 <sup>th</sup> 2026
Quarter 3 (Jan 1, 2026 - Mar 31, 2026)	April 15 <sup>th</sup> 2026
Quarter 4 (Apr 1, 2026 - Jun 30, 2026)	July 15 <sup>th</sup> 2026

- 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 [Lisabeth.Sanderson@vermont.gov](mailto:Lisabeth.Sanderson@vermont.gov)