# Microsoft Excel

# Title VI Tracking Workbooks, User Manuals, and How-To Guides and Videos

**Be sure to email the Title VI Tracking Workbook Support Team (****titlevi@neweditions.net****) if you have questions or need help setting up or using the workbooks.**

## Workbooks and Manuals

### AB Workbook – Track client/elder services

#### Daily Entry

Choose this workbook if you provide **services** **only to clients/elders** and want to keep track of the services you provided them on a **daily** basis.

* [Download the AB Workbook – Daily Entry Workbook](https://drive.google.com/file/d/1Z0vN5zj9PzGpqPmTk3_AaZum9L5WS_v6/view?usp=sharing)
* [Download the AB Workbook User Manual – Daily Entry](https://drive.google.com/file/d/1Ndvt2RY5cJ8PRz3XgAbWedbROriiELmF/view?usp=drive_link)

#### Weekly Entry

Choose this workbook if you provide **services** **only to clients/elders** and want to keep track of the services you provided them on a **weekly** basis.

* [Download the AB Workbook – Weekly Entry Workbook](https://drive.google.com/file/d/1fHylXMDo2CSjZHwx1ifzZDLbAmy6PMyG/view?usp=sharing)
* [Download the AB Workbook User Manual – Weekly Entry](https://drive.google.com/file/d/1fIyeJBkUhjSe8PwYnn0p7tAWjPpILivf/view?usp=drive_link)

#### Monthly Entry

Choose this workbook if you provide **services** **only to clients/elders** and want to keep track of the services you provided them on a **monthly** basis.

* [Download the AB Workbook – Monthly Entry Workbook](https://drive.google.com/file/d/1AQDkkGq5xxC8h0JO-tkQaxjkLXAAIxNr/view?usp=sharing)
* [Download the AB Workbook User Manual – Monthly Entry](https://drive.google.com/file/d/1hoahFP8dSMGS_sZjoxBZXYx0bTQzV_Ke/view?usp=drive_link)

### ABC Workbook – Track client/elder and caregivers services

#### Daily Entry

Choose this workbook if you provide services to **both clients/elders and caregivers** and want to keep track of the services you provided them on a **daily** basis.

* [Download the ABC Workbook – Daily Entry Workbook](https://drive.google.com/file/d/1xUJfxl1SxL1xwto0TaUuv3_mfFf2zKz7/view?usp=sharing)
* [Download the ABC Workbook User Manual – Daily Entry](https://drive.google.com/file/d/1F_0uBIMjf5nfTirS1bH6x69Kq7q3CGmi/view?usp=drive_link)

#### Weekly Entry

Choose this workbook if you provide services to **both clients/elders and caregivers** and want to keep track of the services you provided them on a **weekly** basis.

* [Download the ABC Workbook – Weekly Entry Workbook](https://drive.google.com/file/d/1NxCJElWTbfLeFY6wVJru9mHEJOGT4XnZ/view?usp=sharing)
* [Download the ABC Workbook User Manual – Weekly Entry](https://drive.google.com/file/d/1aoXHBzsIH3pP8P5yNDZZNdO8uoUIr739/view?usp=drive_link)

#### Monthly Entry

Choose this workbook if you provide services to **both clients/elders and caregivers** and want to keep track of the services you provided them on a **monthly** basis.

* [Download the ABC Workbook – Monthly Entry Workbook](https://drive.google.com/file/d/11X2Pk-RK2EPAuP00hXO__DEKgxRJCn1x/view?usp=sharing)
* [Download the ABC Workbook User Manual – Monthly Entry](https://drive.google.com/file/d/1GjrRgb_Si17iWSL2YidjTkt1MzqmGArs/view?usp=drive_link)

## Workbook How-To Guides and Videos

* [How to Fill in an Individual Services Spreadsheet](https://drive.google.com/file/d/1gIxdS2K1N4oePFqa_XKYHqfd0BoeasfX/view?usp=sharing)
* [How to Fill in a Group Services Spreadsheet](https://drive.google.com/file/d/143F1AZLOCrWVAYsGoXtMLBe2JTVoG2ey/view?usp=drive_link)
	+ [Video on How to Fill in an Individual Services and Group Services Spreadsheet for Clients/Elders and Caregivers](https://youtu.be/jEj-lgjDbz4)
* [How to Create a PPR Upload for OAAPS](https://drive.google.com/file/d/1pIwKk-wQHEHNjrgfIm_UeIZXGOiQ-4IZ/view?usp=drive_link)
	+ [Video on How to Create a PPR Upload for OAAPS](https://youtu.be/y6k_hNpfdhg)
* [How to Enter Data for Other Supportive Services (not listed in the PPR) for Clients/Elders](https://drive.google.com/file/d/1I41LT5Ch6qmBTxQ9TTeo_PoEl-L-X5uS/view?usp=drive_link)
* [How to Obtain Data for Supplemental Services for Caregivers to Manually Enter in OAAPS](https://drive.google.com/file/d/1Q7biPlzZD4PsGXp6hs3SIZ63h3IbgPYK/view?usp=drive_link)
	+ [Video on How to Obtain Data for Supplemental Services for Caregivers to Manually Enter in OAAPS](https://youtu.be/RHLLgPuu2bI)
* [How to Copy Profile Information Between Workbooks](https://drive.google.com/file/d/1mprIv80oYatqGm4HLE86aJ2u0jZWQpp9/view?usp=drive_link)
	+ [Video on How to Copy Profile Information Between Workbooks](https://youtu.be/B2ezt6y0LWo)
* [How to Use the Budget Feature](https://drive.google.com/file/d/1yqrcJdJy80gw4VuSVhzXIA6WvZNZy6Gu/view?usp=drive_link)
	+ [Video on How to Use the Budget Feature](https://youtu.be/ZOCk3xRCaoE)