

CALIFORNIA DEPARTMENT OF AGING

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PROGRAM MEMO

TO: Area Agency on Aging Directors	NO.: PM 11-12(P)
SUBJECT: Service Categories and Data Dictionary Revisions. Effective July 1, 2011. (PM 11 – 11 reissued with slight changes)	DATE ISSUED: June 30, 2011
REVISED	EXPIRES: July 1, 2014
REFERENCES: PM 10-06 Area Plan Update	SUPERSEDES: PM 10-07 (March 30, 2010), PM 11-11 (June 3, 2011)
PROGRAMS AFFECTED: <input type="checkbox"/> All <input checked="" type="checkbox"/> Title III-B <input checked="" type="checkbox"/> Title III-C1/C2 <input checked="" type="checkbox"/> Title III-D <input checked="" type="checkbox"/> Title III-E <input type="checkbox"/> Title V <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input checked="" type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input type="checkbox"/> Other:	
REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other Specify: Improvements to and clarification of service category definitions. Modification to footnote 1 in Service Categories and Data Dictionary.	
INQUIRIES SHOULD BE DIRECTED TO: DataTeam.Reports@aging.ca.gov	

This Program Memo (PM) releases revisions to the service category definitions in the California Department of Aging (CDA) Service Categories and Data Dictionary (Data Dictionary) to Area Agencies on Aging (AAA). These revisions were released originally on June 3, 2011, via PM 11-11.

This PM includes one minor modification to the revisions released via PM 11-11. PM 11-11 included the following language about new Data Dictionary footnotes: Unit Measure – All service categories based on hours must track the actual time that services were provided *in five minute increments* (emphasis added), not rounded to the next whole hour (see footnote one in the Data Dictionary). This PM removes “five minute increment” requirement.

Effective July 1, 2011, AAAs are instructed to use these modified Data Dictionary units of service definitions when reporting performance and expenditure data to CDA via the California Aging Reporting System (CARS). AAAs must also incorporate these definitions into the Service Unit Plans (SUP) in their Area Plan updates.

This PM and attachments can be found on the CDA website at:

http://www.aging.ca.gov/PM/PM_index.asp.

After internal review and feedback from AAAs, CDA has clarified several service category definitions. The final changes are as follows:

New Footnotes

- *Unit Measure* – All service categories based on hours must track the actual time that services were provided, not rounded to the next whole hour (see footnote 1 in the Data Dictionary).
- *Definition/Historical Reference (formerly Definition Reference)* – All references to Division 4000 and the CDA Family Caregiver Support Program (FCSP) Service Categories Matrix are for historical reference only. AAAs should only use the FCSP service category definitions in the Data Dictionary (see footnote 2 in the Data Dictionary).
- *Registered or Non-Registered services* – In addition to reporting service units, AAAs must also report estimated unduplicated client enrollments/audience size for all non-registered services (see footnote 3 in the Data Dictionary).
- *Nutrition Counseling and Nutrition Education* – This footnote clarifies performance and expenditure reporting requirements for Nutrition Counseling and Education when Title IIID funds are used (see footnote 4 in the Data Dictionary).
- *Medication Management* – AAAs may transfer funding from *Health Promotion* to *Medication Management* if increased funding is necessary (see footnote 5 in the Data Dictionary). All AAA “Medication Management” activities must be captured in this service category.

Service Category Revisions

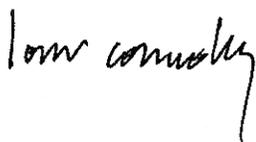
- *Health Promotion (formerly Disease Prevention and Health Promotion)* – The title of this service category now aligns with the U.S. Administration on Aging service category. Health Promotion is no longer a NAPIS 15 – Other category. Medication management has been deleted as an allowable activity under this service category. All medication management activities must be reported in the *Medication Management* service category (see footnote 5 in the Data Dictionary).
- *Cash/Material Aid* – Discount cards have been removed as allowable services until CDA develops a policy regarding a share of cost.
- *Senior Center Activities* – Entertainment costs such as tickets to shows or sporting events, meals, lodging, rentals, transportation, and gratuities are not allowable activities. AAAs may use other funds or donations to provide these services, but may not use Title IIIB, local match or program income funds.
- *Caregiver Counseling* – The revised definition includes support services that are related to stress, depression, and loss as a result of caregiving responsibilities. When counseling therapy is appropriate, services must be provided by a licensed health professional or by a paraprofessional supervised by a licensed health professional that is appropriately trained and experienced in the skills to deliver such services.
- *Caregiving Emergency Cash/Material Aid* – Discount cards have been removed as an allowable service until CDA develops a policy regarding a share of cost.

Process for Future Modifications to the Data Dictionary

CDA will review the newly issued Data Dictionary on an ongoing basis. CDA may delete Service Categories that are unused. If an AAA or service provider believes a new service category may be appropriate for addition to the CDA Service Categories and Data Dictionary, the AAA should submit a proposal to the CDA Data Team (datateam.reports@aging.ca.gov). The proposal and review process will be as follows:

- The AAA will identify the new service category, provide a definition, propose units of service and state why the proposed service is allowable under the Older Americans Act (OAA) or Older Californians Act (OCA).
- CDA's Data Subcommittee and Information Technology Steering Committees will review the proposal and verify that the service is allowable under the OAA and/or OCA.
- CDA will transmit the proposal with any necessary modifications to the California Association of Area Agencies on Aging AAAs for review and comment.
- If approved, CDA will incorporate the new service into the Data Dictionary and revise other affected documents and procedures. CDA will issue a PM to notify AAAs of the revisions and post it on the CDA web site.

This PM will go into effect July 1, 2011.



Lora Connolly
Acting Director

Attachments