

California Department of Aging (CDA)

Quarterly Performance Data Reporting Due Dates

Fiscal Year 2015/16

(Revised 05/12/16)

Quarterly Performance Data Reports:			
REPORT/PROGRAM	FILE NAME/ FORM NUMBER	SUBMISSION FORMAT	SUBMIT TO
National Aging Program Information Systems (NAPIS) State Program Report (SPR) (Title III and VII)	Client-Caregiver File Enrollment File Service Units File Service Provider-File Caregiver Relationship File	Web-Based	CARS https://ca.getcare.com
		All submissions are cumulative. Submission 2 must include submission 1, submission 3 must include submissions 1 & 2, etc.	
CA Legal Services (Title III B)	CDA 1022	Paper	CDA Data Team DataTeam.Reports@aging.ca.gov

DUE DATES:

Reporting Period	Due Date from Providers to AAAs	Due Date from AAAs to CDA/RTZ	10 Day Approval Requirement
Jul 1 – Sep 30	October – Date set by AAA	October 31	The AAA must approve data within 10 days of notice of passed status, after which CDA has the option to view this data regardless of approval status. If the AAA cannot correct the data within 10 days, the AAA must provide an explanation in the comments box in the report screen.
Oct 1 – Dec 31	January – Date set by AAA	January 31	
Jan 1 – Mar 31	April – Date set by AAA	April 30	
Apr 1 – Jun 30	July – Date set by AAA	July 31	

CARS CONTACTS:

<p>CARS upload website address: https://ca.getcare.com CARS Contact (RTZ Associates): Alana Hawkins, Alana@rtzassociates.com, 510-986-6700 x511 or Technical Support, carshelp@getcare.com, 510-986-6700 Select Option “2”</p>
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CDA DATA TEAM CONTACTS:

<p>PSAs 1, 2, 4, 5, 10, 12, 13, 14, 15, 16, 18, 21, 22, 25, 28, 31, 33 Melissa Teuscher melissa.teuscher@aging.ca.gov 916-928-2266</p>	<p>PSAs 3, 6, 7, 8, 9, 11, 17, 19, 20, 23, 24, 26, 27, 29, 30, 32 Janet Runyan janet.runyan@aging.ca.gov 916-928-2296</p>
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