



CDA DATA VALIDATION & NAPISCARE TRAINING

July 21, 2015 10:00 a.m.

July 23, 2015 2:00 p.m.

AGENDA

Time	Agenda Item	Presenter
05 min	Learning Objectives	Janet Runyan
05 min	Annual Data Reporting Overview	Janet Runyan
15min	Annual Error Report <ul style="list-style-type: none">• Common Errors	Janet Runyan
15 min	Questions	
20 min	NAPISCare Demonstration <ul style="list-style-type: none">• Common Errors	Missy Teuscher
15 min	<ul style="list-style-type: none">• Questions• Conclusion	Missy Teuscher

LEARNING OBJECTIVES

Participants will learn:

- Annual data reporting requirements and due dates.
- The purpose of the Annual Error Report and how to complete the Annual Error Report.
 - Common Errors.
- How to navigate and complete NAPIS reports in the NAPISCare Module.
 - Common Errors.

ANNUAL DATA REPORTING DEADLINES

	Due Date	Responsibility	Action
1	July 31	AAA	<ul style="list-style-type: none"> Q4 CARS File Upload is due.
2	August 1 – August 31	CDA/AAA	<ul style="list-style-type: none"> CDA issues Q4 Performance Analysis. AAA ensures data in Q4 File Upload is accurate. AAA makes changes to Q4 File Upload, if needed.

ANNUAL DATA REPORTING DEADLINES

	Due Date	Responsibility	Action
3	September 1 – September 30	AAA	<ul style="list-style-type: none"> • Reviews & finalizes annual data in NAPIS Care Module. • AAA makes changes in NAPISCare Module, if needed.
4	By October 31 at the latest	CDA	<ul style="list-style-type: none"> • Reviews each AAA's data in NAPISCare. • Prepares Annual Error Report. • Emails Annual Error Report & supporting docs to AAA.

ANNUAL DATA REPORTING DEADLINES (CONTINUED)

	Due Date	Responsibility	Action
5	Two (2) weeks after AAA receives Annual Error Report	AAA	<ul style="list-style-type: none"> • Responds to errors & questions. • Makes changes in NAPISCare, if needed. • CDA may contact AAA with addtl questions, if needed.
6	January 31	CDA	<ul style="list-style-type: none"> • Submits statewide data to ACL.
7	March 31	CDA	<ul style="list-style-type: none"> • Posts annual Statewide and PSA-Level Statistical Fact Sheets on website.

ANNUAL ERROR REPORT

- Overview
- Common Errors

ANNUAL ERROR REPORT

- Required per Area Plan Contract, Exhibit E, Article II.C.
 - AAAs must respond to Annual Error Report in writing & responses must be accurate & complete.
 - Response to the Annual Error Report must be complete, accurate, and timely.
 - Annual Error Report has two sections:
 - Logic Errors: AAA must correct identified errors.
 - Questionable Errors: AAA must explain the data or make corrections, if needed.

ANNUAL ERROR REPORT, CONTINUED

CALIFORNIA DEPARTMENT OF AGING
National Aging Program Information System (NAPIS) State Program Report (SPR)
Title III and VII
and
California Legal Services Title IIIB (CDA 1022) Report

ANNUAL DATA ERROR REPORT
State Fiscal Year (SFY) _____

To: AAA Director, PSA # _____

Date Sent: _____

Due Date: _____

INSTRUCTIONS: Please provide appropriate Area Agency on Aging (AAA) staff with a copy.

The California Department of Aging (CDA) has performed the NAPIS SPR and CDA 1022 logic and questionable data error checks. Please review this report and provide the appropriate corrections/explanations by the due date indicated above.

- Logic error checks consist of formulas that check the mathematical accuracy of submitted data by ensuring data combinations do not conflict with one another and the relationships between data elements in two or more records are accurate. The AAA must correct these errors.
- Questionable data checks consist of reviewing missing data and extreme quarterly or annual data fluctuations, and verifying the AAA's adherence to statutory requirements to ensure the AAA is targeting the appropriate population for services. The AAA must correct the data errors or explain the questionable data errors to CDA. Refer to your attached Performance Data Reports.

ABBREVIATION KEY	
NAPIS SPR	Title III State Program Report (in CARS)
CDA 1022	California Legal Services Report (Title IIIB)

ANNUAL ERROR REPORT, CONTINUED

July 2015

LOGIC ERROR CHECKS

NAPIS SPR

1. Expenditures cannot be zero if data reported (and vice versa)
2. Other

CALIFORNIA DEPARTMENT OF AGING

LOGIC ERROR CHECKS

NO LOGIC ERRORS

LOGIC ERRORS (Require Correction)

NAPIS SPR

1. Expenditures by Service Category cannot be zero if Total Client count by Service Category is greater than zero (vice versa).
Title IIIB Community Education: AAA reported \$6,000 in expenditures, but no data.

2. Other:
Title IIIB Public Information: AAA reported 100 service units/25 enrollments. The number of enrollments must exceed the number of service units in a service category with "One Activity" as the unit of measure.

AAA Logic Error Explanation
Describe why the error(s) occurred and how you plan to monitor the issue(s) in the future.

Logic errors must be corrected to be included in the statewide report.
Corrections must be sent electronically to DataTeam.Reports@aging.ca.gov or corrected in CARS at <http://ca.getcare.com>.

PSA XX Annual Data Error Report Page 2 of 7 Rev. 07/2015

ANNUAL ERROR REPORT, CONTINUED

QUESTIONABLE ERROR CHECKS

NAPIS SPR

1. Percentage of individuals at high nutrition risk
 - Home-Delivered Meals $\geq 65\%$
 - Congregate Meals $\geq 21\%$
2. # of non-registered meals $>10\%$ of total meals
3. Clients under age 60 in Title IIIB
4. 30% missing demographic data
 - ADLs
 - IADLs

**Missing data excludes
“Declined to State”**

CALIFORNIA DEPARTMENT OF AGING

QUESTIONABLE ERROR CHECKS

NO QUESTIONABLE ERRORS

QUESTIONABLE ERRORS (Require Correction or Explanation)

NAPIS SPR

1. Percentage of individuals reported at high nutrition risks is below the statewide target percentages.

- Home Delivered Meals – 65%
- Congregate Meals – 21%

2. Non-Registered meals exceed 10% of Home Delivered Meals and/or Congregate Meals.

Service Category	Total Meals	Total Non-Registered Meals	Percentage of Non-Registered Meals
Home Delivered Meals			
Congregate Meals			

3. Clients under the age of 60 have been reported in Title III B services.

4. Large percentage (30% or more) of missing data has been reported for:

PSA XX Annual Data Error Report
Page 3 of 7
Rev. 07/2015

ANNUAL ERROR REPORT, CONTINUED

QUESTIONABLE ERROR CHECKS *(Continued)*

5. Questionable fluctuations

- Any fluctuation of +/-10% requires a written explanation for the change.
- Section IA: Total Clients
 - Applies to Title IIIB, Title IIIC, Title IIID, Title VII Elder Abuse Prevention
- Section IB: Demographic Information
 - Applies to Title IIIB and Title IIIC
- Title IIIE client counts are not included in these sections

CALIFORNIA DEPARTMENT OF AGING

QUESTIONABLE ERROR CHECKS

5. Questionable fluctuations have been reported between performance data and fiscal expenditures and/or fluctuations in performance are over 10 percent.

Section IA: ←

	FY 2013-14	FY 2014-15	% Difference
Total Unduplicated Clients Served for Registered Services	--	--	--
Estimated Unduplicated Count of Persons Served for Non-Registered Services	15,234	18,900	+24%
Total Estimated Unduplicated Count of Persons Served	--	--	--

Section IB:

	FY 2013-14	FY 2014-15	% Difference
% Minority Clients	52%	43%	-17%
% Rural Clients	--	--	--
% Clients Below Poverty	--	--	--
# Clients with 3+ ADLs	--	--	--
# of Persons Served at High Nutrition Risk	--	--	--

PSA XX Annual Data Error Report Page 4 of 7 Rev. 07/2015

“Sections” align with NAPISCare

ANNUAL ERROR REPORT, CONTINUED

QUESTIONABLE ERROR CHECKS *(Continued)*

5. Questionable fluctuations *(continued)*
- +/-10% fluctuation in Enrollments, Service Units, and Expenditures
 - Section IIA = Title IIIB, Title IIIC, and Title IIID
 - Section IIB = Title IIIE Caring for the Elderly

CALIFORNIA DEPARTMENT OF AGING

QUESTIONABLE ERROR CHECKS

Section IIA: Title III

Section IIA Service Category	Enrollments			Service Units			Expenditures		
	13/14	14/15	% change	13/14	14/15	% change	13/14	14/15	% change
Home-Delivered Meals	284	226	-26%	38,697	30,222	-22%	\$329,584	\$258,618	-22%
Legal Assistance				919	676	-26%	--	--	--
Nutrition Education				1,101	955	-13%	\$20,358	\$15,296	-25%
Outreach				683	1,633	150%	\$33,597	\$29,717	-12%
Health Promotion	1,495	426	-72%				\$13,360	\$42,568	212%

Section IIB: Caregivers Caring for the Elderly (please review data in the subcategories as well)

Section IIB Service Category	Enrollments			Service Units			Expenditures		
	13/14	14/15	% change	13/14	14/15	% change	13/14	14/15	% change
Support Services	--	--	--	--	--	--	\$2,880	\$2,116	-27%
Respite Care	--	--	--	--	--	--	--	--	--
Supplemental Services	--	--	--	--	--	--	--	--	--
Access Assistance	78	64	-18%	258	178	-31%	--	--	--
Information Services	775	162	-79%	11	14	27%	\$1,104	\$1,985	80%

PSA XX Annual Data Error Report Page 5 of 7 Rev. 07/2015

ANNUAL ERROR REPORT, CONTINUED

QUESTIONABLE ERROR CHECKS (Continued)

5. Questionable fluctuations (continued)

- Section IIC: Title III E Caring for Children
- Section IIE: Other Services (Title IIIB and Title VII EAP)

CALIFORNIA DEPARTMENT OF AGING

QUESTIONABLE ERROR CHECKS

Section IIC: Grandparents or Older Individuals Caring for Children (please review data in the subcategories as well)

Section IIC Service Category	Enrollments			Service Units			Expenditures		
	13/14	14/15	% change	13/14	14/15	% change	13/14	14/15	% change
Support Services	--	--	--	--	--	--	--	--	--
Respite Care	13	20	+54%	1,223	1,978	+62%	\$14,225	\$11,500	-19%
Supplemental Services	--	--	--	--	--	--	--	--	--
Access Assistance	--	--	--	--	--	--	--	--	--
Information Services	5,200	3,000	-42%	--	--	--	\$3,600	\$3,175	-12%

Section IIE: Other Services

Section IIE Service Category	Enrollments			Service Units			Expenditures		
	13/14	14/15	% change	13/14	14/15	% change	13/14	14/15	% change
Community Education	3,873	273	-93%	55	286	420%	\$12,702	\$9,876	-22%
Elder Abuse Prevention, Education & Training	--	--	--	--	--	--	--	--	--
Elder Abuse Prevention, Education Materials	--	--	--	--	--	--			
Health	119	100	-16%	119	100	-16%	\$22,809	\$18,796	-18%
Public Information	5,418	568	-89%	35	1,300	3614%	\$9,787	\$7,833	-20%
Respite Care	34	22	-35%	1,278	1,053	-18%	\$18,921	\$14,897	-21%

PSA XX Annual Data Error Report Page 6 of 7 Rev. 07/2015

ANNUAL ERROR REPORT, CONTINUED

QUESTIONABLE ERROR CHECKS *(Continued)*

6. +/- 10% change in Providers or Focal Points
7. Discrepancy between data in CARS File Upload and NAPISCare
8. Other

CALIFORNIA DEPARTMENT OF AGING

QUESTIONABLE ERROR CHECKS

6. Questionable fluctuations have been reported in total number of providers or focal points.

7. Performance data in NAPISCare Module is different from performance data in the File Upload Manager Module due to AAA modifications (outlined in blue in the Performance Data Analysis section of the reports).

8. Other:

AAA Questionable Error Explanation Needed
Describe why the error(s) occurred and how you plan to monitor the issue(s) in the future.

Questionable data must be explained or corrected.
Corrections must be sent electronically to DataTeam.Reports@aging.ca.gov or corrected in CARS at <https://ca.getcare.com>.

PSA XX Annual Data Error Report Page 7 of 7 Rev. 07/2015

ANNUAL ERROR REPORT, CONTINUED

○ Common Errors:

- Data in NAPISCare Module does not match data in AAA's internal data system.
- Incomplete or no response to all required elements in the Annual Error Report.
- Reporting expenditures without data.

QUESTIONS??

17

NAPISCARE MODULE

- Demonstration
- Common Errors

NAPISCARE MODULE DEMONSTRATION

19

NAPISCARE COMMON ERRORS

- Validation Error
 - In Sections IIA through IIE, AAA did not enter a value of “1” in the Total Expenditures line and Title III Expenditures cells.
- AAA did not complete the following NAPISCare Sections:
 - Section IIIB: AAA Staffing Profile
 - Section IIID: Focal Points and Senior Centers Profile
- The AAA finalized all of its NAPISCare Reports, but accidentally left report(s) in “Draft” status.

QUESTIONS??

21

CONCLUSION

- Data documents may be found on the CDA website at

<http://www.aging.ca.gov/ProgramsProviders/AA/Data/>

- For assistance, contact your CDA Data Team Analyst

PSAs 2, 3, 5, 12, 14, 18, 20,
22, 25, 26, 33
Xochi Prock
Xochi.Prock@aging.ca.gov
916-928-2295

PSAs 1, 4, 7, 11, 16, 17, 23,
28, 29, 30, 32
Janet Runyan
Janet.Runyan@aging.ca.gov
916-928-2723

PSAs 6, 8, 9, 10, 13, 15, 19,
21, 24, 27, 31
Melissa Teuscher
Melissa.Teuscher@aging.ca.gov
916-928-2266