



CDA Annual Data Validation & NAPISCare Training (FY 2012-13)

September 10, 2013

10:30 a.m. – 12:00 p.m.

Agenda

Time	Agenda Item
10 min	Welcome & Learning Objectives
15 min	FY 2012-13 Annual Performance Reporting Overview
20 min	NAPISCare Demonstration
10 min	Q & A
20 min	Annual Error Report
10 min	Q & A
05 min	Conclusion

Learning Objectives:

Participants will learn:

- Annual performance reporting requirements and due dates
- How to review, edit, and finalize NAPIS SPR data
- How to review and respond to the Annual Error Report
- Where to find additional resources



ANNUAL PERFORMANCE REPORTING OVERVIEW

Annual Reporting Requirements

- California Aging Reporting System (CARS) National Aging Program Information System (NAPIS) State Program Report (SPR)
- California Legal Services Aggregate Report (CDA 1022)

Annual Performance Reporting Deadlines

	Due Date	Responsibility	Action
1	September 30	AAA	<ul style="list-style-type: none"> • Reviews and validates Sections IA through IIB in NAPISCare module and enters data where required • Completes Section IIIB “AAA Staffing Profile” • Completes Section IIIC “Provider Profile” • Completes Section IIID “Focal Points and Senior Centers Profile” • Completes Sections IV A & IV B “Developmental Accomplishments” (Optional)
2	October 31	CDA	<p>Sends validation documentation to AAA Directors, including:</p> <ul style="list-style-type: none"> • Fiscal Year Data Submission Log • Title III and VII Performance Analysis • NAPIS SPR • Legal Services (CDA 1022) Annual Report • Annual Error Report
3	2 weeks after AAA receives validation documentation	AAA	<ul style="list-style-type: none"> • Responds in writing to logic errors and questionable errors described in the Annual Error Report • Makes changes in NAPISCare module, as needed

Annual Performance Reporting

Deadlines, *continued*

	Due Date	Responsibility	Action
4	January 31	CDA	<ul style="list-style-type: none">• Submits statewide NAPIS SPR to the Administration on Aging (AoA)• Submits Two-Year Performance Variance Analysis to AoA• Submits Missing Data Analysis to AoA
5	March 1	CDA	<ul style="list-style-type: none">• Submits annual Statistical Fact Sheets and Program Narratives to the State Legislature• Posts annual Statistical Fact Sheets and Program Narratives on CDA website

Annual Reporting Process

- AoA requires all states to submit annual data by January 31st
- AAAs must finalize all (except Sections IV A and IV B) NAPIS reports in CARS NAPISCare Module
 - Report is finalized when it passes all AoA validations
- The data entered by each AAA is aggregated and statewide data is displayed for CDA via the same screens the AAAs use
- CDA submits data to AoA via the NAPIS State Reporting Tool (SRT)



NAPISCARE INSTRUCTIONS

CARS Menu

CA CALIFORNIA DEPARTMENT OF
Gov **AGING**

CARS
California Aging Reporting System

CA-GetCare

[My Account Settings](#) **Logged on:** Janet Runyan | [Logout](#) Last Login: 09-05-2013 Password expires in: 20 day(s)

CAUTION

This system contains Protected Identifying and/or Health Information. All federal and state laws protecting confidential client information apply. You are authorized to view only those records of clients who are being served by you and your program. Violation of patient privacy may subject you to substantial monetary penalties and/or civil or criminal action pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the California Medical Information Act, the Welfare and Institutions Code, and other federal and state privacy laws.

Latest News: No News Today

Main Menu

- Summary Service Recording
- Report Manager
- NAPISCare**
- Issue Manager
- Fiscal Manager
- File Upload Manager

NAPIS Reports Management

Help

CARS California Aging Reporting System Logged on: Janet Runyan | [Log Off](#)

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Report Management

Fiscal Year:

AAA:

Report Name:

Program Type:

Report Status:

Fiscal Year	AAA	Report	Program Type	Report Status	Features

CA1415168

NAPIS Reports Management, *continued*

- 32 Reports
- AAA must finalize all reports (even if the AAA does not provide the service)
 - Except, Sections IV A and IV B are optional
- Select the hyperlink in the “Report” column to view the report

CARS California Aging Reporting System Logged on: Janet Runyan

Summary Service Recording | Reports | Napis Reports Management | Issue Manager | CARS State | File Manager | Help | FAQ/Help |

Report Management

Fiscal Year: July 2012 - June 2013

AAA: --StateWide Reports Only--

Report Name: All Reports

Program Type: All Program Types

Report Status: All

Apply Filter Print Selected PDF Print Selected XLS

Print All PDF Print All XLS

Fiscal Year	AAA	Report	Program Type	Report Status	Features
July 2012 - June 2013	State report	Section I-A: Elderly Client Counts		Draft	Print PDF Print XLS
July 2012 - June 2013	State report	Section I-B: General Client Characteristics - Registered Services	Total Registered Clients (Cluster 1 and Cluster 2)	Draft	Print PDF Print XLS
July 2012 - June 2013	State report	Section I-B: General Client Characteristics - Registered Services	Assisted Transportation	Draft	Print PDF Print XLS
July 2012 - June 2013	State report	Section I-B: General Client Characteristics - Registered Services	Congregate Meals	Draft	Print PDF Print XLS
July 2012 - June 2013	State report	Section I-B: General Client Characteristics - Registered Services	Nutrition Counseling	Draft	Print PDF Print XLS
July 2012 - June 2013	State report	Section I-C: Detailed ADL Characteristics	Total Cluster 1 Clients	Draft	Print PDF Print XLS
July 2012 - June 2013	State report	Section I-C: Detailed ADL Characteristics	Personal Care	Draft	Print PDF Print XLS
July 2012 - June 2013	State report	Section I-C: Detailed ADL Characteristics	Homemaker	Draft	Print PDF Print XLS
July 2012 - June 2013	State report	Section I-C: Detailed ADL Characteristics	Chore	Draft	Print PDF Print XLS
July 2012 - June 2013	State report	Section I-C: Detailed ADL Characteristics	Home Delivered Meals	Draft	Print PDF Print XLS

Entering Data

- All reports have three sections

- **Upper** section: Report name and Function Controls

- Report name
- “Save as Final and Validate”
- Save as Draft and Check Validations
- “Save as Draft”
- “Return to Reports Management” or Report filter

- **Middle** section: Where you enter your data

- **Lower** section: Notes field

Report Name

Save & Validate

California Aging Reporting System
Summary Service Recording | Reports | Napis Reports Management | Issue Manager | CARS State | File Upload Manager | Help | FAQ/Help |

SECTION I. Elderly Client and Caregivers
A. Elderly Client Counts

State Report Version: Draft [Print](#) [Save as Final and Validate](#)
[Save as Draft and Check Validations](#)
[Save as Draft](#)

Fiscal Year: July 2012 - June 2013 Validation Status: Draft

Return to Report Management Screen

	Total
1. Unduplicated Count of Persons Served For Registered Services Supported by the OAA Title III	182,988
2. Estimated Unduplicated Count of Persons Served For Unregistered Services Supported by the OAA Title III	1,158,123 *
3. Total Estimated Unduplicated Count of Persons Served Through Services Supported by OAA Title III	1,254,932 *

* The GetCare system calculates these unduplicated totals based on client-level data. Please note that the GetCare system cannot calculate (and therefore does not include) unduplicated totals based on aggregate data. Accordingly, AAAs submitting aggregate data for unregistered services should manually adjust these totals. AoA does not prescribe a method for estimating these counts.

Notes

Previous Notes

Notes

[Add Note](#)

Report Filter

California Aging Reporting System
Summary Service Recording | Reports | Napis Reports Management | Issue Manager | CARS State | File Upload Manager | Help | FAQ/Help |

SECTION I. Elderly Client and Caregivers
A. Elderly Client Counts

State Report Version: Draft [Print](#) [Save as Final and Validate](#)
[Save as Draft and Check Validations](#)
[Save as Draft](#)

Fiscal Year: July 2012 - June 2013 Validation Status: Draft

Return to Report Management Screen

- Section I-A - Elderly Client Counts
- Section I-B - Total Registered Clients (Cluster 1 and Cluster 2)
- Section I-B - Assisted Transportation
- Section I-B - Congregate Meals
- Section I-B - Nutrition Counseling
- Section I-C - Total Cluster 1 Clients
- Section I-C - Personal Care
- Section I-C - Homemaker
- Section I-C - Chore
- Section I-C - Home Delivered Meals
- Section I-C - Adult Day Care/Health
- Section I-C - Case Management
- Section I-D - Total Cluster 1 Clients
- Section I-D - Personal Care
- Section I-D - Homemaker
- Section I-D - Chore
- Section I-D - Home Delivered Meals
- Section I-D - Adult Day Care/Health
- Section I-D - Case Management

	Total
Section I-B - Assisted Transportation	182,988
Section I-B - Congregate Meals	1,158,123 *
Section I-C - Homemaker	1,254,932 *

* The GetCare system calculates these unduplicated totals based on client-level data. Please note that the GetCare system cannot calculate (and therefore does not include) unduplicated totals based on aggregate data. Accordingly, AAAs submitting aggregate data for unregistered services should manually adjust these totals. AoA does not prescribe a method for estimating these counts.

Notes

Previous Notes

Notes

[Add Note](#)

Finalizing and Validating Data

Sections I-A thru I-F

- Review all data
 - Reports will automatically populate with Q4 Data
 - Edit, if necessary
- Save and Validate
 - Add Note, if necessary

CARS California Aging Reporting System Logged on: Janet Runyan | Log Off

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SECTION I. Elderly Clients
 B. General Characteristics of Elderly Clients Receiving Registered Services and Those Receiving Cluster 2 Registered Services

State Report: _____ Version:

Fiscal Year: Validation Status:

Service Category:

Return to Report Management Screen

	Clients Receiving Registered Services*				
	Total *	With Income Below Poverty	Age of Client		
			60-74	75-84	85+
Total Clients	183,390	79,961			
Total with Age Reported	178,312	79,432	77,709	56,610	40,087
Age Missing	5,078	529			
Female	110,406	49,142	46,071	34,898	25,697
Male	67,396	30,034	30,280	20,966	13,953
Gender Missing	5,588	785	1,358	746	437
Rural Clients	29,760	11,973	13,125	9,113	6,354
Rural Missing	6,501	1,772	2,461	1,427	690
Poverty Missing	38,720		16,307	10,516	6,631
Live Alone	75,296	39,408	30,916	23,687	19,335
Live Alone Missing	21,106	3,878	9,426	4,879	2,346
Clients by Ethnicity					
Hispanic or Latino	31,504	18,504	15,209	9,906	5,007
Not Hispanic or Latino	130,486	56,652	53,606	41,418	32,116
Ethnicity Missing	21,400	4,805	8,894	5,286	2,964
Clients by Race or Ethnicity					
White (Alone)** - Non-Hispanic	88,816	32,350	34,176	27,769	24,671
Total Minorities***					
White (Alone) - Hispanic	16,081	8,948	7,768	4,963	2,545
American Indian or Alaskan Native (Alone)	1,787	1,013	971	475	257
Asian (Alone) Expand	23,534	13,430	11,104	8,067	3,886
Black or African American (Alone)	13,504	7,779	6,716	3,707	2,497
Native Hawaiian or Other Pacific Islander (Alone) Expand	2,398	1,190	792	1,027	547
Persons Reporting Some Other Race	12,276	8,179	5,827	4,017	2,043

Finalizing and Validating Data, *continued*

Sections II-A thru II-E

- Review all data
- Reports will automatically populate with Q4 data
 - For each service category, review:
 - Number of Providers
 - # of AAAs Direct Services Provision
 - Unduplicated Persons Served
 - # of Persons Served at High Nutrition Risk
 - Service Units
 - Enter or Edit data, if necessary
 - **Remember:** Medication Management (Section IIE) must be reported as Health Promotion (Section IIA)
- Select “Show OAA Title III Expenditures (\$) by Part” hyperlink

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Summary Service Recording | Reports | Napis Reports Management | Issue Manager | CARS State | File Upload Manager | Help | FAQ/Help |

SECTION II. Utilization and Expenditure Profiles
A. Title III Utilization, Expenditure Profile (Except Title III-E)

State Report Version:

Fiscal Year: Validation Status: Draft

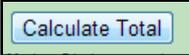
Return to Report Management Screen

A. Title III Utilization, Expenditure, and Program Income Received Profile (Except Title III-E) | [Show OAA Title III Expenditures \(\\$\) by Part](#)

For Selected Services	Number of Providers	# of AAAs Direct Services Provision	Unduplicated Persons Served	# of Persons Served at High Nutrition Risk	Service Units
Cluster 1: Registered Services - Requiring Detailed Client Profile					
1. Personal Care	43	0	1,433		27,749
2. Homemaker	52	0	2,724		72,660
3. Chore	27	0	969		5,887
4. Home Delivered Meals	157	0	47,970	32,901	8,746,748
4a. NSIP Home Delivered Meals*					8,798,996
5. Adult Day Care/Health	34	0	1,037		327,147
6. Case Management	48	0	8,864		81,975
For Selected Services	Number of Providers	# of AAAs Direct Services Provision	Unduplicated Persons Served	# of Persons Served at High Nutrition Risk	Service Units
Cluster 2: Registered Services - Requiring Summary Client Profile					
7. Assisted Transportation	25	0	1,204		62,383
8. Congregate Meals	216	0	130,626	31,982	5,074,352
8a. NSIP Congregate Meals*					5,593,884
9. Nutrition Counseling	8	0	2,189	1,530	2,343
For Selected Services	Number of Providers	# of AAAs Direct Services Provision	Unduplicated Persons Served	# of Persons Served at High Nutrition Risk	Service Units
Cluster 3: Non-Registered Services - No Client Profile Required					
10. Transportation	92	0			609,149
11. Legal Assistance	30	0			136,946
12. Nutrition Education	113	0			292,638
13. Information and Assistance	71	0			903,424
14. Outreach	43	0			150,825
15. Other Services					
16. Health Promotion	7	0	10,717		

Finalizing and Validating Data, *continued*

Sections II-A thru II-E, *continued*

- Enter “I” for expenditures where performance data is reported
 - Enter “I” in “Total III Expenditure” column and “I” in “Total Service Expenditure” column
- Select “Calculate Total” at the bottom of screen 
- Save and Validate

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SECTION II. Utilization and Expenditure Profiles
A. Title III Utilization, Expenditure Profile (Except Title III-E)

State Report: _____ Version:

Fiscal Year: Validation Status:

OAA Title III Expenditures (\$), by Part Show Section A							
For Selected Services	Title III Expenditure	Total Service Expenditure	Program Income Received	B	C1	C2	D
Cluster 1: Registered Services - Requiring Detailed Client Profile							
1. Personal Care	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
2. Homemaker	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
3. Chore	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
4. Home Delivered Meals	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			<input type="text" value="0"/>	
4a. NSIP Home Delivered Meals*							
5. Adult Day Care/Health	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
6. Case Management	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
For Selected Services	Title III Expenditure	Total Service Expenditure	Program Income Received	B	C1	C2	D
Cluster 2: Registered Services - Requiring Summary Client Profile							
7. Assisted Transportation	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
8. Congregate Meals	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="text" value="0"/>		
8a. NSIP Congregate Meals*							
9. Nutrition Counseling	<input type="text" value="0"/>						
For Selected Services	Title III Expenditure	Total Service Expenditure	Program Income Received	B	C1	C2	D
Cluster 3: Non-Registered Services - No Client Profile Required							
10. Transportation	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
11. Legal Assistance	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
12. Nutrition Education	<input type="text" value="0"/>						
13. Information and Assistance	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
14. Outreach	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			

Finalizing and Validating Data, *continued*

Section III-B

- Manually enter “Total FTEs” and “Minority FTEs” for each service category
 - May enter partial FTEs
- Line 5, “Total AAA Staff”, is the sum of Lines 1-4
- Save and Validate
- Refer to your prior NAPIS SPR for reference

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SECTION III. Network Profiles
B. AAA Unit on Aging Staffing Profile

State Report: _____ Version: [Print](#)

Fiscal Year: Validation Status:

Return to Report Management Screen

Total # of AAA:

AAA Personal Categories	Total FTEs	Minority FTEs
1. Agency Executive/ Management Staff	0	0
2. Other Paid Professional Staff (By Functional Responsibility)		
A. Planning	0	0
B. Development	0	0
C. Administration	0	0
D. Service Delivery	0	0
E. Access/Care Coordination	0	0
F. Other	0	0
3. Clerical/Support Staff	0	0
4. Volunteers	0	0
5. Total AAA Staff	0	0

Functional Responsibilities:

A. Planning—Includes needs assessment, plan development, budgeting/resource analysis, service inventories, standards development and policy analysis.

B. Development—Includes public education, resource development, training and education, research and development and legislative activities.

C. Administration—Includes bidding, contract negotiation, reporting, reimbursement, accounting, auditing, monitoring and quality assurance.

D. Service Delivery—Includes those activities associated with the direct provision of a service which meets the needs of an individual older person and/or caregiver.

E. Access/Care Coordination—Include outreach, screening, assessment, case management and I&R.

Notes

Previous Notes: _____

Notes:

Finalizing and Validating Data, *continued*

Section III-C

- System should automatically populate fields
- If the system does not automatically populate the fields:
 - Enter the “Total” unduplicated provider account (excluding AAA as a direct service provider)
 - Enter the “Minority” provider count
 - Enter the “Rural” provider count
- Save and Validate

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SECTION III. Network Profiles
C. Provider Profile (Excluding Area Agencies on Aging providing direct services)

State Report: _____ Version: [Print](#)

Fiscal Year: Validation Status:

Total # of Providers	
Total	<input type="text" value="522"/>
Minority	<input type="text" value="274"/>
Rural	<input type="text" value="0"/>

Notes

Previous Notes	Notes
<input type="text"/>	<input type="text"/>

Finalizing and Validating Data, *continued*

Section III-D

- Line 1: Enter total number of focal points
 - This number must match your most recent Area Plan or Area Plan Update
- Line 2: Enter focal points that were senior centers
- Line 3: Enter the number of senior centers in your PSA
- Line 4: Enter the number of senior centers that received OAA funding
- Save and Validate

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SECTION III. Network Profiles
D. Profile of Community Focal Points and Senior Centers

State Report Version: [Print](#)

Fiscal Year: Validation Status: Draft

Return to Report Management Screen

	Number
1. Total Number of Focal Points Designated Under Section 306(a)(3) of the Act in Operation in the Past Year.	<input type="text" value="0"/>
2. Of the Total Number of Focal Points in Item 1., the Number That Were Senior Centers.	<input type="text" value="0"/>
3. Total Number of Senior Centers in the State in the Past Fiscal Year.	<input type="text" value="0"/>
4. Total Number of Senior Centers in Item 3. That Received OAA Funds During the Past Fiscal Year.	<input type="text" value="0"/>

Notes

Previous Notes

Notes

Finalizing and Validating Data, *continued*

Sections IV-A and IV-B

- Developmental Accomplishments
 - Home and Community Based Programs
 - System of Elder Rights
- Optional narratives
- Select one or more type(s) of development accomplishments:
 - Public Education/Awareness
 - Resource Development
 - Training/Education
 - Research and Development
 - Policy Development
 - Legislative Development
- Save as Draft

The screenshot displays the 'California Aging Reporting System' interface. At the top, the user is logged in as 'Janet Runyan'. The main section is titled 'Section IV. Developmental Accomplishments A. For Home and Community Based Programs *'. The 'State Report' is set to 'Draft' and the 'Version' is '1'. The 'Fiscal Year' is 'July 2012 - June 2013' and the 'Validation Status' is 'Draft'. A red circle highlights the 'Save as Draft' button. Other buttons include 'Save as Draft and Check Validations' and 'Save as Final and Validate'. Below this, there is a section for 'Identification Of Three Top Accomplishments' with three numbered entries. Each entry has a text area and a dropdown menu for 'Type of Development' with options: '1. Public education/awareness', '2. Resource development', and '3. Training/education'. At the bottom, there is a 'Development Type Codes' table and a 'Notes' section with 'Previous Notes' and 'Notes' text areas.

Development Type Codes:		
1. Public education/awareness	3. Training/education	5. Policy development
2. Resource development	4. Research and development	6. Legislative development

* Includes Title III-E NFCSP
* Select one or more codes as appropriate for each accomplishment.

Finalizing and Validating Data, *continued*

Validation Errors

- Data must pass AoA-defined validations before report can be finalized
- NAPISCare will perform validation check when “Save as Draft and Check Validations” or “Save as Final and Check Validations” is selected
 - “Report Valid”
 - “Report Errors (download)”
- Example: Validation is highlighted because the age reported totals (8, 1, 1) are higher than the total with age reported (9) and age missing (10)
- Correct error(s) and select “Save as Draft and Check Validations” or “Save as Final and Check Validations”

	Clients Receiving Registered Services*				
	Total *	With Income Below Poverty	Age of Client		
			60-74	75-84	85+
Total Clients	10	0			
Total with Age Reported	9	0	8	1	1
Age Missing	1	0			

The following errors were found:

- ◆ IB-9: Total Clients must be greater than or equal to the sum of Total Clients with Age Missing and Total Clients Ages 60-74 + 75-84 + 85+
- ◆ IB-10: Total Clients must be greater than or equal to the sum of Total Clients with Age Reported and Total Clients with Age Missing
- ◆ IB-11: Total Clients must be greater than or equal to the sum of Total Female Clients + Total Male Clients + Total Clients Gender Missing

Finalizing FY 2012-13 NAPIS SPR in CARS NAPISCare



DEMONSTRATION



ANNUAL ERROR REPORT

Annual Error Report

- CDA's final annual data review
- Two sections:
 - Logic Errors: Formulas to check mathematical accuracy of data and client eligibility
 - AAA must correct data
 - Questionable Errors: Review of missing data or extreme annual fluctuations
 - AAA must correct or explain data
- AAA must respond to Annual Error Report within 2 weeks of receipt

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*

Logic Error Checks

- CDA 1022 and CARS Legal Assistance estimated enrollments must be identical
- NAPIS SPR
 - Expenditures without data reporting (or vice versa)
 - Example: AAA reported Title IIIB Personal Care expenditures in its FY 2012-13 Closeout, but did not report enrollments and service units in CARS
 - Example: AAA reported Title IIIB Outreach estimated enrollments and service units, but no expenditures in FY 2012-13 Closeout
 - Other
 - AAA Logic Error Explanation

CALIFORNIA DEPARTMENT OF AGING

LOGIC ERROR CHECKS

NO LOGIC ERRORS

LOGIC ERRORS (Require Correction)

CDA 1022

1. Total clients must equal total Title IIIB Legal Assistance estimated enrollments in CARS.

NAPIS SPR

1. Expenditures by Service Category cannot be zero if Total Client count by Service Category is greater than zero (vice versa).

2. Other:

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 <https://ca.getcare.com>.

PSA XX Annual Data Error Report Page 2 of 6 Rev. 08/2013

Annual Error Report, *continued*

Questionable Error Checks

- % of individuals at high nutrition risk
 - Home-Delivered Meals – 65%
 - Congregate Meals – 21%
- Number of non-registered meals exceeds 10% of total
- Clients under age 60 in Title IIIB services
- Large % of missing data
 - ADLs
 - IADLs
 - Race
 - Ethnicity

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:

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Annual Error Report, *continued*

Questionable Error Checks, *continued*

- FY 2011-12 and FY 2012-13 comparison
 - Variance of 10% or more requires an explanation
- Section IA: Title III client counts
- Section IB: Title III demographics
 - % Minority Clients
 - % Rural Clients
 - % Clients Below Poverty
 - # Clients with 3+ ADLs
 - # of Persons Served at High Nutrition Risk

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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 2011-2012	FY 2012-2013	% Difference
Total Unduplicated Clients Served for Registered Services			
Estimated Unduplicated Count of Persons Served for Non-Registered Services			
Total Estimated Unduplicated Count of Persons Served			

Section IB:

	FY 2011-2012	FY 2012-2013	% Difference
% Minority Clients			
% Rural Clients			
% Clients Below Poverty			
# Clients with 3+ ADLs			
# of Persons Served at High Nutrition Risk			

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Annual Error Report, *continued*

Questionable Error Checks, continued

- FY 2011-12 and FY 12-13 comparison of registered and non-registered services
- Must explain 10% or more fluctuation in enrollments, service units, and/or expenditures
- Section IIA: Title III
 - Examples: Personal Care, Home-Delivered Meals, Outreach, Health Promotion
- Section IIB: FCSP – Caring for Elderly
 - Review sub-categories: Support Services , Respite Care, Supplemental Services, Access Assistance, and Information Services
- Section IIC: FCSP – Caring for Children
 - Review sub-categories: Support Services , Respite Care, Supplemental Services, Access Assistance, and Information Services
- Section IIE: Other Services
 - Example: Alzheimer’s Day Care Services, Disaster Preparedness Materials, Senior Center Activities

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QUESTIONABLE ERROR CHECKS

Section IIA: Title III

Section IIA Service Category	Enrollments % change	Service Units % change	Expenditures % change

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

Section IIB Service Category	Enrollments % change	Service Units % change	Expenditures % change

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

Section IIB Service Category	Enrollments % change	Service Units % change	Expenditures % change

Section IIE: Other Services

Section IIE Service Category	Enrollments % change	Service Units % change	Expenditures % change

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Annual Error Report, *continued*

Questionable Error Checks, *continued*

- FY 2011-12 and FY 2012-13 comparison of # of providers and focal points
- Data changes in NAPISCare module
- Other
- Explanation

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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>.

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Conclusion & Next Steps

- Resources
 - [NAPISCare Instructions Guide \(6/2013\)](#)
 - [National Aging Program Information Systems \(NAPIS\) State Program Report \(SPR\) \(May 31, 2013\)](#)
 - CARS Help Link
- FY 2012-13 NAPISCare Module available on September 9th
- Data validation in NAPISCare due by September 30th
- Annual Error Report to AAAs by October 31st

Questions???

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or
- DataTeam.Reports@aging.ca.gov