

DEPARTMENT OF AGING1300 NATIONAL DRIVE, SUITE 200
SACRAMENTO, CA 95834-1992Internet Home Page: www.aging.ca.gov

TDD Only 1-800-735-2929

FAX Only (916) 928-2267

Phone Number (916) 419-7500

**PROGRAM MEMO**

TO: AREA AGENCY ON AGING DIRECTORS	NO.: PM 09- 17(P)
SUBJECT: End of Year Performance Data Validation Process	DATE ISSUED: August 6, 2009
REVISED	EXPIRES: June 30, 2010
REFERENCES:	SUPERSEDES:
PROGRAMS AFFECTED: <input checked="" type="checkbox"/> All <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III-C1/C2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input type="checkbox"/> Title V <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input 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: New process for data validation.	
INQUIRIES SHOULD BE DIRECTED TO: Lilit Tovmasian, (916) 928-4668, email ltovmasian@aging.ca.gov	

The purpose of this memo is to familiarize all Area Agencies on Aging (AAA) Directors and staff with the revised annual performance data verification process. This process will start with FY 2008-09 data.

With the implementation of reporting in the California Aging Reporting System (CARS), some changes have been made to the annual verification process the California Department of Aging (CDA) and individual AAAs used in the past. The attached document outlines the steps and timeline for both the old verification process and the new process for all performance data for FY 2008-09. Also attached, is a document with a glossary of terms for your reference.

Annual Submission and Verification of CARS Data

Starting with FY 2008-09 data, each AAA will submit their annual State Program Report (SPR) data through the new NAPISCare tool in CARS. A blank copy of the SPR is attached for your reference. In the past, each AAA provided separate files for the SPR (SPR 102, SPR 103, etc.). This is no longer necessary. After the 4th submission data is uploaded and approved in CARS, AAAs will access the NAPISCare tool. This will appear as a button on the CARS main menu. Selecting this button will allow you to view the data which will automatically populate based on what was submitted in the 4th submission data files due July 31, 2009.

Logic Error Checks

AAAs will have the option to edit each data field to correct errors. When AAAs consider the report correct, they will click on the 'Save as Final and Validate' option for each report section. The system will then run logic checks to ensure that all of the numbers meet Administration on Aging (AoA) validation requirements. Unlike quarterly data, AAAs will be unable to approve this data for submission to CDA until it passes all logic checks. All errors will be displayed, giving each AAA the option to edit their data. Each AAA should review, correct and approve this data no later than September 30th. If AAAs have not approved their data by September 30th, CDA will take appropriate steps to ensure that accurate data is reflected in the SPR. These steps may include CDA directly reviewing the AAA data if the AAA has not approved and submitted it by the due date.

Please note that this does not complete the annual performance data verification and approval process. The expenditure fields in Section II, subsections A-D of NAPISCare will be blank, because the fiscal expenditure information that is submitted through the CARS Fiscal Module has not been mapped with the NAPISCare tool. Consequently, AAAs are to leave these fields blank. CDA will verify this information to ensure expenditures have been reported in appropriate service categories.

Questionable Data Review

In addition to the logic error checks, all reports will undergo a set of questionable data checks. The "questionable data review" process is different from the logic check process. The attached "Questionable Data Error Report" illustrates the types of data CDA finds questionable, even after it has passed required logic checks. For example, if an AAA has reported zero individuals at high nutritional risk in their Home Delivered Meals Program report, this will not appear as a logic error in the NAPISCare tool enabling the AAA reporting to approve and submit its report to CDA. However, not reporting any clients at high nutritional risk in a program designed to target such individuals is questionable. The "Questionable Data Error Report" will require that you provide an explanation for this reported data. You may find it helpful to use this document as you are conducting your initial data review for each annual report in NAPISCare.

AAA Data Review, Modification and Verification Process and Due Dates (SPR)

By November 1, 2009 the CDA Data Team will provide each AAA Director the following documents for final review, modification and verification of SPR annual performance data:

- A copy of the data submission log that indicates when each quarterly/annual report was submitted during the Fiscal Year, and
- The Questionable Data Error Report

AAA Directors and staff will have two weeks to make any necessary corrections.

Throughout December and January, CDA will conduct a review of the statewide SPR, to prepare for its submission to AoA by the end of January.

Option to Manually Enter Data

Because some data for the SPR is not electronically submitted to CARS, each AAA will use the NAPISCare tool to enter the data for the reports listed below (some AAAs transmitted this information to CDA electronically in previous years):

- Section II-E: Other Service Profile (optional)
- Section III-B: AAA Staffing Profile
- Section III-C: Provider Profile
- Section III-D: Focal Points and Senior Centers Profile
- Section IV-A: Developmental Accomplishments for Home-and-Community-Based Programs Section IV-B: Developmental Accomplishments For a System of Elder Rights (optional)

AAAs will also be able to enter aggregate data for non-registered services.

Annual Submission and Verification for All Other Reports

In addition to reviewing and verifying the annual performance data for the SPR, this process will now apply to all other reports AAAs submit to CDA. All Community-Based Services Programs (CBSP) annual reports are due to the CDA Data Team inbox on August 31, 2009. This only includes reports for the Alzheimer's Day Care Resource Center (Alzheimer's), Linkages and Senior Companion Programs. Brown Bag, RPOS – non-Linkages funded, California Legal Services (Title IIIB), and InfoVan require only quarterly reporting.

Logic Error Checks

Throughout September and October 2009, the CDA Data Team will perform manual logic checks for all CBSP reports, Alzheimer's, Linkages, Senior Companion, Brown Bag, RPOS – non-Linkages funded, and the California Legal Services (Title IIIB) report.

Questionable Data Review

The questionable data review will also apply to all CBSP reports, and the California Legal Services (Title IIIB) report.

AAA Data Review, Modification and Verification Process and Due Dates (All Other Reports)

By November 1, 2009, the CDA Data Team will provide each AAA Director the following documents for final review, modification and verification of the annual performance data submitted in these reports:

- A copy of the data submission log that indicates when each quarterly/annual report was submitted throughout the Fiscal Year
- A copy of the annual reports
- The Logic Error Report
- The Questionable Data Error Report
- The Director's Verification of CBSP, Legal Services (Title IIIB), and InfoVan data

AAA Directors and staff will have two weeks to make any necessary corrections. The Director's Verification of CBSP and California Legal Services (Title IIIB) data document is due to CDA no later than November 30, 2009.

After finalizing report approvals for all AAAs, CDA will review the statewide CBSP reports, to prepare for the submission of Fact Sheets to the State Legislature by March 1, 2010.

Given the transition to the new reporting system and other issues we all face in these difficult economic times, CDA has made every attempt to make this process as simple as possible for all AAAs.

CDA is also in discussion with RTZ Associates (CDA's CARS contractor) about training on annual data reporting. As always, CDA Data Team staff are available to answer any questions AAA staff may have regarding this revised process.

A handwritten signature in blue ink that reads "Lynn Daucher". The signature is written in a cursive style and is positioned above the printed name and title.

Lynn Daucher
Director

Attachments