

## DEPARTMENT OF AGING

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# PROGRAM MEMO

TO: <b>Area Agency on Aging Directors</b>	NO.: <b>PM 10-07(P)</b>
SUBJECT: New Service Categories and Data Dictionary. Revisions to the California Aging Reporting System Effective July 1, 2010.	DATE ISSUED: March 30, 2010
REVISED	EXPIRES: July 1, 2013
REFERENCES: PM 10-06 Area Plan Update	SUPERSEDES: PM 09-10(P), PM 08-03(P)
PROGRAMS AFFECTED: <input type="checkbox"/> All <input checked="" type="checkbox"/> Title III-B <input checked="" type="checkbox"/> Title III-C1/C2 <input 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, Title III E Family Caregiver Support Program requirements and the addition of National Aging Program Information System # 15 "Other" Service Categories.	
INQUIRIES SHOULD BE DIRECTED TO: <a href="mailto:CARS@aging.ca.gov">CARS@aging.ca.gov</a> ; or Lilit Tovmasian, Data Analyst at <a href="mailto:ltovmasian@aging.ca.gov">ltovmasian@aging.ca.gov</a> or Mame Polito, Data Analyst at <a href="mailto:mpolito@aging.ca.gov">mpolito@aging.ca.gov</a>	

The Program Memo (PM) releases updated service category definitions to Area Agencies on Aging (AAA). Effective July 1, 2010, all AAAs and their affected service providers must use the attached **Service Categories and Data Dictionary (Data Dictionary)** and incorporate these definitions in their Service Unit Plans (SUP) (refer to PM 10-06(P) regarding Area Plan updates). Since the **Data Dictionary** contains changes and updates to service categories and data definitions that impact the California Aging Reporting System (CARS), this PM also includes updated CARS reporting requirements. (Please note the attachments to this PM can be found on the California Department of Aging (CDA) website posted with the PM at [http://www.aging.ca.gov/PM/PM\\_index.asp](http://www.aging.ca.gov/PM/PM_index.asp)). This PM supersedes PM 09-10(P) issued on May 27, 2009 and PM 08-03(P) issued on February 11, 2008.

CDA designed the **Data Dictionary** to provide more comprehensive detail to all service categories for Older Americans Act (OAA) Programs that use Title III and Title VII funds, including National Aging Program Information System (NAPIS) Service Category # 15 "Other Services." CDA also made these changes to improve reporting accountability under OAA Title III E, the Family Caregiver Support Program (FCSP). A revised **FCSP Systems Matrix** will be issued at a later date. Beginning July 1, 2010, AAAs are instructed to use these data categories, units of service, and definitions when reporting performance and expenditure data to CDA.

## BACKGROUND

### *Division 4000 Replaced by Data Dictionary*

CDA and AAAs have been using the **Title III Manual Division 4000-Unit of Measurements** (Division 4000) for area planning, service definitions, and financial guidance for older adult services under the OAA. **Division 4000** was last updated in 1994. This Program Memo terminates the use of **Division 4000**.

### *CDA Work Group*

CDA formed an internal Service Category and Unit Definition (SCUD) Work Group to comply with Administration on Aging (AoA) NAPIS reporting requirements, federal and State laws and regulations, and specify the services covered as “Other” Services under NAPIS. This Work Group drafted additions, deletions, and changes to the **Data Dictionary** for public review and comment. The purpose was to replace **Division 4000** with up-to-date guidance. The following sources were used for this effort:

- OAA and Older Californians Act (OCA) Laws and Regulations
- NAPIS Specifications
- CARS Specifications
- Division 4000
- Title III E Family Caregiver Support Program Service Matrix
- Previously issued CDA Program Memoranda

### *AAA Comments*

The Work Group reviewed the sources noted above to identify all services, align the definitions used in similar programs and services, and reduce duplication across service categories. CDA presented the draft **Data Dictionary** at the California Association for Area Agencies on Aging (C4A) Conferences in November 2008 and 2009. These presentations were followed by two comment periods. CDA made modifications to the draft **Data Dictionary** based on this AAA input. Most AAA comments pertained to the “Registered Services” designations requiring more detailed client profile data. AAAs generally preferred to restrict Registered Services to categories which conform to federal rules. Consequently, CDA limited Registered Services to those required by federal NAPIS rules. AAAs wished to retain certain administrative categories, such as Planning, Development, and Coordination (PD and C). Accordingly, CDA has retained these categories in the final **Data Dictionary** as separate “Fiscally Allowable” categories. However, no performance data is required for these categories because of their administrative nature (i.e., these are not direct services to OAA/OCA clients).

CDA developed “Mobility Management Activities” as a new service category in response to AAA input. This service category will enable AAAs to capture activities that increase transportation and mobility options. Because funding for a number of OCA Community Based Services Programs (CBSP) was eliminated in State Fiscal Year (SFY) 2009-10, CDA has not included service categories for these OCA programs in the **Data Dictionary** (Alzheimer’s Day Care Resource Centers, Brown Bag, Linkages, Respite Purchase of Service, and Senior Companion).<sup>1</sup>

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<sup>1</sup> The Health Insurance Counseling and Advocacy Program (HICAP) and Title V Senior Community Service Employment Program (SCSEP) are independent database systems not included under CARS.

### ***Area Plans -- Service Unit Plans***

The **Data Dictionary** replaces the now obsolete **Division 4000** document. CDA will require all AAAs to use the **Data Dictionary** for determining service unit measures in their updated Area Plan SUPs, submitted May 1, 2010, and effective July 1, 2010 for SFY 2010-11.

### ***Process for Future Modifications to the Data Dictionary***

CDA plans to review the usefulness of the newly issued **Data Dictionary** on an ongoing basis. CDA may delete Service Categories that continue unused over several years. If a AAA or its service provider has an idea for a new service that is not included in the **Data Dictionary** and would like to fund it from the OAA or OCA, the following process will apply.

- The AAA identifies why the proposed service is allowable under the OAA or OCA, and proposes definitions, proposed units of service, etc. (prior to expending OAA or OCA funds, the AAA must receive State approval);
- The AAA submits its proposal to the CDA Data Team ([datateam.reports@aging.ca.gov](mailto:datateam.reports@aging.ca.gov));
- CDA's internal Data Sub-Committee reviews proposal and verifies the service is allowable under the OAA and/or OCA;
- CDA transmits the proposal – with any necessary modifications – to C4A/AAAs for review and comment;
- CDA's internal Information Technology Steering Committee (ITSC) of upper management representatives approves/disapproves the service category proposal;
- If approved, CDA incorporates the new service into the **Data Dictionary** and disseminates the revision (e.g., posts the revision on the CDA web site);
- CDA revises other documents and systems as necessary (e.g., Area Plan Guidance, budget and fiscal forms, and CARS Specifications).

### **CHANGES TO CARS SPECIFICATIONS**

In addition to the **Data Dictionary**, a revised **CARS File Specifications** (revised March 11, 2010) document was developed. CDA has updated the attached **CARS File Specifications** to incorporate the changes described below (all AAAs received an emailed draft copy of the Specifications with changes highlighted on January 28, 2010). Before the end of April, you will be receiving another companion document for the CARS Specifications titled: "**California Aging Reporting System (CARS) Specifications Overview and Guidance.**" This document is new and provides additional narrative descriptions and business logic to help AAAs and service vendors understand and incorporate **CARS Specifications** into their own (and their providers') database systems.

### ***"Other" NAPIS Services***

Using the CARS system, AAAs are able to report all federal OAA NAPIS services paid from federal OAA funds, including "Other" services (NAPIS # 15) (see **Data Dictionary**). AAAs must report "Other" services as part of their quarterly data submissions and annual year-end NAPIS reporting process. All "Other" services are Non-Registered Services, and therefore AAAs may either assign new Service Identification Numbers (ID) to these "Other" NAPIS services, or AAAs may enter this as aggregated data directly into CARS.

### ***Family Caregiver Support Program Modifications and Instructions***

During its review of CARS, CDA discovered that the FCSP Registered Services and Non-Registered Services did not distinguish between caregiving support provided to family caregivers caring for older individuals and grandparents (and other older relative caregivers) caring for children. This was an oversight. Therefore, CDA changed the CARS Specifications and the FCSP Systems Matrix to ensure data is reported accurately and in accordance with the federal NAPIS specifications in the two distinct components of this program for both Registered and Non-Registered Services. The FCSP Systems Matrix will also reflect these changes. Consequently, for Registered Services, AAAs will need to assign new Service IDs for services related to grandparents caring for children. Non-Registered service units may be entered into CARS directly as aggregated data each quarter and annually. Additional changes are as follows:

- FCSP Legal Assistance Changed to Caregiver Legal Resources: CDA determined that Title III E FCSP caregivers encountered barriers when attempting to access Legal Assistance as a Registered Service under the AoA required Supplemental Service category. Many caregivers were ineligible for this FCSP legal support because their care receivers did not meet the requirements for frailty. In addition, AAAs reported that caregivers were in greater need of legal information and guidance and not OAA-defined Legal Assistance. As a result, CDA moved FCSP legal support out of Registered Supplemental Services and created a new Non-Registered activity under FCSP Access Assistance called Caregiver Legal Resources.
- FCSP Supplemental Service Eligible Activities Merged: CDA merged five additional Registered Supplemental Service eligible activities into existing data reporting categories to improve FCSP effectiveness and responsiveness. Caregiver Financial Consultation and Care Receiver Placement were merged into the Registered Support Services eligible activity called Caregiver Counseling. Caregiving Congregate Meals, Caregiving Home-Delivered Meals, and Caregiver Transportation were merged into the Registered Supplemental Service eligible category called Caregiving Emergency Cash/Material Aid. Supplemental Service funds can be used on a limited basis to purchase items such as meals or transit passes.

### ***Additional Modifications***

- CDA added to the revised CARS Specifications the “declined to state” option for certain client demographic categories where it was previously not an option.
- CDA added options for reporting Non-Registered aggregated data in Home Delivered Non-Registered Meals, Congregate Non-Registered Meals, and the Estimated Unduplicated Count of Persons Served. AAAs may enter data directly into these fields for these Non-Registered Services.

To report data for Registered Services, AAAs must create unique identifiers for a Caregiver Participant ID and a Care Receiver Participant ID (See Caregiver Relationship File in the CARS Specifications). CARS will not display Caregiver data without reporting the associated Care Receiver ID and profile information. For Registered Services, if the Caregiver or Care Receiver Participant ID is missing from this file, the system will block the record. It is not necessary to report a Caregiver or Care Receiver Participant ID for Non-Registered services because this remains aggregated data.

FCSP services and expenditures are only related to the Caregiver. Accordingly, the **Service ID is required for only the Caregiver**. The Service ID is the unique identifier assigned by the AAA system for each service delivered by each service provider. There are no Service ID requirements for the Care Receiver under Title III E.

If the AAA or its service provider delivered Registered Services, there should be no blank variables in the five files that AAAs upload to CARS. However, it is allowable for AAAs to report aggregate service units for Non-Registered Services without a Participant ID. Currently, AAAs may manually enter aggregate data for Non-Registered Services directly into the system.

CDA will post all attached documents to its web site after this Program Memo has been issued.

### ***Using One-Time-Only (OTO) Funds for System Changes***

AAAs may use OTO Title III B funds for the costs associated with making changes to automated management information systems and for ongoing information technology systems maintenance.

### ***Timeline***

Because this PM will not allow a full six months for preparation and automation changes, CDA will grant AAAs extensions to the end of the first quarter (October 31, 2010) of SFY 2010-11. If a AAA needs the extension, CDA requests that the AAA delay the first quarter data submission to the second quarter submission (i.e., submit the first quarter data with the second quarter data). This will prevent older data from being submitted to the revised system. To obtain an extension, contact **Mame Polito** or **Lilit Tovmasian** at the email addresses or phone numbers in the "Inquires" box on the first page of this PM.

**It is imperative that AAAs not switch over to the revised system prior to July 1, 2010.** A test site will be available June 1, 2010, for those AAAs who want to test their interface procedures with CARS - California GetCare prior to going live after July 1, 2010.



Lynn Daucher  
Director

Attachments