

## DEPARTMENT OF AGING

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## PROGRAM MEMO

To: <b>Area Agency on Aging Directors</b>	NO.: <b>PM 10-14(P)</b>
SUBJECT: Training for New Management Information System Staff	DATE ISSUED: May 25, 2010
REVISED: N/A	EXPIRES: June 30, 2013
REFERENCES: N/A	SUPERSEDES: N/A
PROGRAMS AFFECTED: <input type="checkbox"/> All <input checked="" type="checkbox"/> Title III-B <input checked="" type="checkbox"/> Title III-C1/C2 <input checked="" type="checkbox"/> Title III-D <input checked="" type="checkbox"/> Title III-E <input type="checkbox"/> Title V <input checked="" type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input checked="" type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input type="checkbox"/> HICAP <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: <b>AAA Staff Data Reporting Training Opportunity</b>	
INQUIRIES SHOULD BE DIRECTED TO: Your assigned Data Analyst – Lilit Tovmasian (916) 928-4668 – or email, <a href="mailto:ltovmasian@aging.ca.gov">ltovmasian@aging.ca.gov</a> ; or Mame Polito (916) 419-7568 – or email, <a href="mailto:mpolito@aging.ca.gov">mpolito@aging.ca.gov</a>	

This Program Memo notifies Area Agencies on Aging (AAAs) that effective, July 1, 2010, the California Department of Aging (CDA) will provide training to new AAA Management Information System (MIS) staff who are responsible for reporting performance data to CDA. Within 30 days of hire, AAAs are requested to report to their assigned CDA Data Analyst the name and contact information for new AAA MIS staff.

To provide helpful guidance to new MIS staff and improve data reporting quality and processes, CDA has designed a new two-day training and orientation that AAA MIS staff may attend. CDA believes that this proactive training will help new MIS staff be more comfortable in their role, reduce errors, ensure reports are submitted properly, and reduce the number of findings during the AAA monitoring process. Most important, it will help improve overall data quality.

Note: Separate training may be available for Title V Senior Community Employment Program and the Health Insurance Counseling and Advocacy Program (HICAP). Contact your Title V or HICAP Analyst for details for those two programs.

Training topics will include:

- Communicating and interacting with CDA's Data Team;
- General State reporting requirements for AAAs;
- Federal and State programs for which reports are submitted;
- Data reporting using the California Aging Reporting System (CARS);
- Federal and State reporting requirements as captured in the National Aging Program Information Systems State Program Report (SPR) and CDA Statistical Fact Sheets and Program Narratives;
- Using CARS data for the Aging Network;
- CDA's website, Aging Network acronyms, typical and/or frequently encountered reporting problems and issues, and best practices.

AAAs must notify CDA within 30 working days when new MIS personnel are hired. CDA will provide single or group training as needed.

We are looking forward to meeting your new staff and working with them to improve data quality.

A handwritten signature in blue ink that reads "Lynn Daucher". The signature is written in a cursive style with a light blue background behind the text.

Lynn Daucher  
Director