



**CALIFORNIA
DEPARTMENT OF AGING (CDA)**



ACL #15-08

FAX Cover

TO: All Community-Based Adult Services Branch (CBAS) Providers

FROM: CBAS Branch

DATE: December 23, 2015

SUBJECT: Participant Characteristics Report for December 2015

This email is being sent to provide information regarding submission of the upcoming December 2015 Participant Characteristics Report (PCR).

For More Information:

Access the CDA CBAS website at:

www.aging.ca.gov/ProgramsProviders/ADHC-CBAS/Default.asp

Contact CDA at:

- ✓ Email – CBAScda@aging.ca.gov
- ✓ Phone – (916) 419-7545

Number of pages (including this page) 3

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**ACL #15-08**

Date: December 23, 2015

To: Community-Based Adult Services (CBAS) Center Administrators and Program Directors

From: CBAS Branch

Subject: Participant Characteristics Report for December 2015

Purpose

The purpose of this letter is to:

1. Overview requirements for submitting the December 2015 Participant Characteristics Report (PCR)
2. Provide updates regarding the most recent PCR submitted by CBAS providers for the June 2015 reporting period

**Upcoming
December 2015
PCR
Submission**

The PCR for December 2015 is due to CDA by January 31, 2016.

To ensure a smooth submission process for the December 2015 PCR reporting period, CDA asks that you do the following:

- Review the Checklist of items designed to assist you with completion and submission of the PCR. The Checklist is available on the CDA website [here](#).
- Review the step-by-step overview of how to open and submit a secure email on the CDA website [here](#). *Be sure to review this document in order to avoid sending protected health information through a non-secured transmission. Failure to follow Health Insurance Portability and Accountability Act (HIPAA) rules may result in financial penalties.*

Please remember, this report is mandatory.

**Submission
Method**

CDA will send a secure email to your designated contact by January 5, 2016. Your center contact must submit the PCR in an Excel format through the secure email sent by CDA to cbascda@aging.ca.gov.

PCR Updates**Review Process and Challenges**

Earlier this month, the California Department of Aging (CDA) staff concluded their review of PCRs submitted for the June 2015 reporting period. CDA staff encountered several recurring issues, as described below.

- Late Reports: Providers submitted reports past the July 31, 2015, deadline, and many required several follow-up calls and emails by CDA staff.

- Incorrect Forms: Providers submitted reports on old and modified forms, or in the incorrect file format, instead of the Microsoft Excel file PCR (CDA CBAS 293).
- Secure Transmission: Many providers had difficulty using the secure email process.
- Incomplete and Incorrect Reports: Providers submitted reports with blank fields and errors. An overwhelming majority of reports required a second or third resubmission due to failure to report based on CDA provided instructions, conflicting totals, and incomplete fields.

Throughout the review process, CDA staff contacted each center to review their report and to discuss, correct, or resolve issues with questionable data. During the center calls many providers expressed confusion regarding which data to include in certain fields of the report and a lack of understanding regarding definitions in the report instructions.

Please remember that PCR instructions, data field definitions, a recorded training webinar and a frequently asked questions (FAQ) document are posted on the CDA website for your reference: www.aging.ca.gov/ProgramsProviders/ADHC-CBAS/Forms/Reporting_Requirements/. Also, CDA staff are available to assist you with completion of your PCR as needed.

Center reporting has improved with each submission period since implementation of the current PCR in June 2014, and CDA anticipates that this next submission for December 2015 will improve further. Thank you for your continued efforts to submit accurate and timely CBAS participant data to CDA.

Statewide Totals

CBAS participant characteristics data from the December 2014 reporting period is now available on the CDA CBAS [Dashboard](#). CDA is currently in the process of compiling the June 2015 data and will post statewide totals on our website soon.

Questions

For questions about this letter, please call the CBAS Branch at (916) 419-7545 or email us at cbascda@aging.ca.gov.