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**Community-Based Adult Services Branch**  
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## ACL 20-12

Date: May 19, 2020

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

From: California Department of Aging (CDA) CBAS Branch

Subject: Monthly Statistical Summary Report (MSSR)

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### Purpose

This All Center Letter (ACL) is to notify CBAS Providers of the resumption of MSSR reporting beginning with the May 2020 reporting period.

### Background

Due to the current COVID-19 pandemic and the significant effect it has had on CBAS provider operations, CDA suspended the monthly MSSR reporting requirement for the reporting periods of March and April. CDA is now resuming MSSR reporting, which will include reporting of participants served by CBAS TAS.

### What Resumption of MSSR Reporting Means for CBAS Providers

CBAS providers must resume submitting the MSSR beginning with the May 2020 reporting period. MSSRs are due to the CBAS Branch by the 10<sup>th</sup> of each month for the previous month's data, so the first deadline for resubmission of MSSRs will be June 10, 2020.

### Update to MSSR Instructions and Definitions

The revised MSSR instructions and definitions are posted on the [CDA CBAS website](#).

### Questions

Please contact the CBAS branch if you have any questions: (916) 419-7545; [cbascda@aging.ca.gov](mailto:cbascda@aging.ca.gov).