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**ACL 19-06**

Date: June 2013, 2019

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

From: California Department of Aging (CDA) CBAS Branch

Subject: New Participant Characteristics Report (PCR) Reporting Process and Updates

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## **Purpose**

This All Center Letter is to inform CBAS providers of updates to the new PCR electronic submission process using the CDA Peach Provider Portal and revisions to the PCR form, instructions and definitions. [Subheading]

## **New PCR Reporting Process**

CBAS providers are required to submit the PCR to CDA twice per year and upon request by CDA. The PCR is a report on participants enrolled at a CBAS center for any portion of the month during the months of June (to be reported by July 31<sup>st</sup>) and December (to be reported by January 31<sup>st</sup>.)

**Effective July 1, 2019, CBAS providers shall submit the PCR to the CDA CBAS Branch electronically via the new Peach Provider Portal internet-based application.**

CBAS providers can access the Peach Provider Portal via direct link:

- <https://providerportal.aging.ca.gov/>

or through the CDA CBAS website:

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- [https://aging.ca.gov/ProgramsProviders/ADHC-CBAS/Forms/Reporting\\_Requirements/](https://aging.ca.gov/ProgramsProviders/ADHC-CBAS/Forms/Reporting_Requirements/)

CBAS providers will need to log-in to the Peach Provider Portal using credentials issued by the CBAS Branch. Previously issued credentials for prior PCR and MSSR reporting periods are still in effect. Providers should log-in to the Peach Provider Portal to confirm that credentials are still active.

If you do not already have a PCR login credential, you can obtain it by emailing a completed Account Action Request form to CDA. This form and instructions can be accessed on the CDA CBAS website here:

[https://aging.ca.gov/docs/ADHC-CBAS/Forms/Reporting\\_Requirements/2019/Account%20Action%20Request.pdf](https://aging.ca.gov/docs/ADHC-CBAS/Forms/Reporting_Requirements/2019/Account%20Action%20Request.pdf)

### **Updates to the PCR Form, Instructions, Definitions**

The revised PCR form, instructions and definitions are posted on the CDA CBAS website here:

[https://aging.ca.gov/ProgramsProviders/ADHC-CBAS/Forms/Reporting\\_Requirements/](https://aging.ca.gov/ProgramsProviders/ADHC-CBAS/Forms/Reporting_Requirements/)

### **Webinar Training**

CDA hosted a webinar on June 12<sup>th</sup> on the new PCR electronic submission process and updates to the PCR form, instructions and definitions. The webinar recording and slides will be posted on the CDA CBAS website here:

[https://aging.ca.gov/ProgramsProviders/ADHC-CBAS/CBAS\\_Training/Default.aspx](https://aging.ca.gov/ProgramsProviders/ADHC-CBAS/CBAS_Training/Default.aspx)

CBAS providers are strongly encouraged to view the June 12<sup>th</sup> webinar recording and slides in advance of the PCR reporting.

### **Questions**

For questions about this letter, please contact the CBAS Branch at (916) 419-7645; [cbascda@aging.ca.gov](mailto:cbascda@aging.ca.gov).