

CALIFORNIA DEPARTMENT OF AGING

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PROGRAM MEMO

CDA 1014 (Rev. 04/11)

TO: Area Agency on Aging Directors	NO.: PM 13-10 (P)
SUBJECT: DATA Annual Performance Data Validation Process	DATE ISSUED: September 5, 2013
REVISED	EXPIRES: When Superseded
REFERENCES: PM 10-17(P)	SUPERSEDES: PM 12-12 (P)
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 type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input checked="" type="checkbox"/> Title VII <input type="checkbox"/> CBAS <input type="checkbox"/> Other:	

Purpose

The purpose of this Program Memo (PM) is to explain changes to the California Department of Aging's (CDA) annual performance data validation process. These changes include:

- A revised Annual Data Error Report
- Elimination of the Annual Verification Form

CDA is revising this process to ensure all data collected and verified meets National Aging Program Information System (NAPIS) State Program Report (SPR) requirements.

Background

CDA conducts quarterly reviews of each Area Agency on Aging's (AAA) performance data in the California Aging Reporting System (CARS) File Upload Manager to ensure the AAA reports accurate and complete performance data. The AAA's fourth quarter data submission is cumulative and serves as the AAA's annual fiscal year data submission.

Upon completion of the fourth quarter data submission, CDA works with RTZ Associates to upload all fiscal year data to the CARS NAPISCare Module. All AAAs are required to review and finalize each of their reports in the NAPISCare Module (except as noted).

After each AAA has finalized its annual data in the NAPISCare Module, CDA will review each AAA's data and issue an Annual Error Report. The Annual Error Report includes two sections:

- Logic Errors
- Questionable Errors

Logic Error checks consist of formulas that verify the mathematical accuracy of the data by ensuring data combinations do not conflict with one another and the

Background
(Continued)

relationships between data elements in two or more records are accurate. The AAA must correct Logic Errors.

Questionable Error checks identify missing data and extreme fluctuations in annual data and/or expenditures. Questionable Errors must be either corrected or explained.

Upon completion of this process, CDA electronically submits statewide annual data to the Administration on Aging (AoA) and submits a written explanation of performance data and expenditure variations from the prior fiscal year.

Annual Performance Data Validation Process

Revisions to Process

CDA is implementing the following changes to the annual performance data validation process to meet all NAPIS SPR requirements and eliminate non-required performance data validation requirements.

Annual Error Report

- CDA 1022:
 - CDA eliminated all CDA 1022 reporting requirements in the Logic Errors section except for “Total clients must equal total Title IIIB Legal Assistance estimated enrollments in CARS.”
 - CDA eliminated the other requirements from the Annual Error Report because AoA no longer requires those data elements.
- Targeting: CDA revised the targeting reporting requirements in the Questionable Errors section for the following categories:
 - Poverty clients
 - Rural clients
 - Lives Alone clients
 - Activities of Daily Living (ADL) clients
 - Instrumental Activities of Daily Living (IADL) clients.

In lieu of requiring each AAA to explain why it reported “No” or “Few” of these targeted clients, CDA now requires each AAA to explain if the number of targeted clients reported has changed by a specific percentage from the prior fiscal year.

- Nutrition Risk: CDA revised the Nutrition Risk reporting requirements in the Questionable Errors section to only require an explanation of the percentage of clients served who are at nutrition risk only if the percentage fell below the annual statewide average.

Annual Verification Form

CDA eliminated the Annual Verification Form for CDA 1022 data. AoA no longer requires this information.

**Annual Data
Validation
Steps**

The following steps describe the process for submitting, approving, and correcting the annual NAPIS SPR data for Title III and VII services.

Step	Responsibility	Action
1	AAA	<p>Submit and approve fourth quarter data submission in CARS. CARS will process data and populate AAA data in the NAPISCare Module (NAPIS SPR data).</p> <p>Caution: If the AAA does not approve the fourth quarter data submission, including manually entering non-registered data, the AAA's annual data will not populate in NAPISCare.</p>
2	AAA	<p>Review all NAPISCare sections for accuracy and complete the sections that require manual data entry. Refer to the CARS NAPISCare Instructions Guide.</p>
3	AAA	<p>Approve each section of the NAPIS SPR in CARS NAPISCare by clicking the "Save as Final and Validate" option, regardless of whether a particular service was provided, even if a report contains zeros. (Except Section IV A and Section IV B must be left in draft status.)</p> <p>Caution: CDA may modify and approve reports if the AAA does not validate all required sections.</p>
4	AAA	<p>CARS will run logic checks to ensure all numbers meet AoA validation requirements and display errors.</p> <ul style="list-style-type: none"> • If an error occurs, the AAA must correct the error and go back to step 2.
5	CDA	<p>Issues to each AAA:</p> <ul style="list-style-type: none"> • Annual Error Report (with Logic Error checks and Questionable Error checks) • Fiscal Year Data Submission Log • Title III and VII Performance Analysis • Final NAPIS SPR Data reports
6	AAA	<p>Each AAA:</p> <ul style="list-style-type: none"> • Reviews all reports. • Responds in writing to all issues in the Annual Error Report. • Must unlock and revalidate a report if <ul style="list-style-type: none"> ○ CDA directs the AAA to make a change after a report is validated and finalized or ○ If the AAA notices an error that requires correction.

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**Annual
Deadlines**

The table below reflects the annual performance data validation timetable. Dates are subject to change. CDA will notify all AAAs of any changes to the deadlines.

Due Date	Responsibility	Action
July 31 st	AAA	Fourth Quarter File Upload in CARS: Review, modify, and approve Fourth Quarter File Upload in the CARS File Upload Manager.
September 30 th	AAA	NAPIS SPR Approval in CARS: Validate and approve all Title III and VII fiscal year performance data in the CARS NAPISCare Module.
October 31 st	CDA	Validation Documentation to AAA Directors: CDA provides performance data and fiscal closeout information reports to the AAA Directors for validation.
Two weeks after forms are received by AAA	AAA	Submit Completed Annual Data Error Report to CDA: Within two weeks of receiving the performance data and fiscal closeout information reports from CDA: <ol style="list-style-type: none"> 1. AAA Directors and staff must make any necessary corrections identified in the Logic Errors and Questionable Errors (if applicable) sections. 2. Submit written explanations for all issues identified in the Questionable Errors section.
January 31 st	CDA	NAPIS SPR Submission to U.S. Administration on Aging (AoA): CDA reviews and prepares the statewide NAPIS SPR for submission.
March 1 st	CDA	Legislative Fact Sheets & Program Narratives are posted to CDA Website: <ul style="list-style-type: none"> • <i>Legislative Fact Sheets</i> reflect performance and expenditures in all CDA-administered programs. • <i>Program Narratives</i> describe each CDA-administered program including benefits, eligibility, and funding.

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Resources

These resources may be useful while reviewing your data:

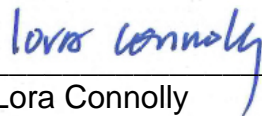
- [NAPISCare Instructions Guide \(6/2013\)](#)
 - [National Aging Program Information Systems \(NAPIS\) State Program Report \(SPR\) \(May 31, 2013\)](#)
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Questions

Please contact Janet Runyan at (916) 928-2295 or send an email to the CDA Data Team at DataTeam.Reports@aging.ca.gov.

Attachments

- Sample Annual Data Error Report.
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Lora Connolly
Director