

California Department of Aging  
**CARS NAPISCare Instructions Guide**  
FY 2015-16

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## **Purpose**

Older Americans Act (OAA) requires a report of statistical data reflecting the number of service units provided, number of Registered clients or estimated clients/audience reached, expenditures, network profiles, and developmental accomplishments.

California Department of Aging (CDA) annual year-end performance reporting process requires the Area Agency on Aging (AAA) Director, or designee, use the California Aging Reporting System (CARS) NAPISCare module to submit and validate their annual National Aging Program Information System (NAPIS) State Program Report (SPR) data.

This document gives AAA staff Instructions on:

- Understanding the NAPISCare screens
  - Completing required reporting elements
  - Validating the data for accuracy
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# NAPISCare Data Review

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## NAPISCare Module



CDA has 83 service categories for which OAA Title III B, III C, III D, III E, or VII funds can support older adults and family caregivers in the community. The CARS NAPISCare is a tool AAAs use to report annual performance data. View the [CARS Overview and Guidance](#) document for CARS File Upload and NAPISCare modules technical data file requirements and business logic information.

NAPISCare module is available at <https://ca.getcare.com>. There are 31 reports in the Report Manager you must validate for the NAPIS SPR. The sections include the following:

- **Section I. Elderly Clients and Caregivers**
  - Cluster 1 (Registered Clients with Activities of Daily Living [ADLs]/Instrumental Activities of Daily Living [IADLs])
  - Cluster 2 (Registered Clients)
  - Group 1 (Registered Caregivers)
- **Section II. Utilization and Expenditure Profiles**
  - Cluster 1 (Registered Clients with ADLs/IADLs)
  - Cluster 2 (Registered Clients)
  - Cluster 3 (Non-Registered Clients/Audience)
  - Group 1 (Registered Caregivers)
  - Group 2 (Non-Registered Caregivers)
- **Section III. Network Profiles**
- **Section IV. Developmental Accomplishments**

CDA aggregates your NAPIS SPR data into a statewide total report for submission to the Administration on Aging (AoA).

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## Reminders

Remember to



1. Ensure the accuracy of all NAPISCare reports. Your 4<sup>th</sup> Quarter File Upload Submission data should match the NAPIS SPR (with some exceptions). If there is a discrepancy, provide an explanation in the NAPISCare note section.
2. Manually enter data into the following sections:
  - Sections II A-C, and E: Fiscal expenditure fields, enter a value of “1” where performance data is reported. CDA will include the AAA closeout expenditures on your Title III and VII B Performance Analysis sheet.
  - Sections II A-C, and E: Non-Registered estimated service unit fields, if data is not automatically populated from the CARS File Upload Manager Module.

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## NAPISCare Data Review, Continued

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### Reminders (Continued)

3. Manually enter data into the following sections: (Continued)
  - Section II.E: Estimated unduplicated persons served fields, if data is not automatically populated (for FY 2010-11 you may also enter a value of “1”).
  - Section III.B: AAA staffing profile data.
  - Section III.C: Provider profile data.
  - Section III.D: Focal points and senior centers profile data.
  - Section IV.A: Developmental accomplishments for home and community based programs information. This is optional to report.
  - Section IV.B: Developmental accomplishments for a system of elder rights information. This is optional to report.
4. Review total Nutrition Services Incentive Program (NSIP) meals in Section II.A, lines 4a and 8a. This includes Registered and Non-Registered meals. Underreported meal counts will result in reduced funding in a subsequent year.
5. Finalize the NAPISCare section reports.
  - Save as final and validate each section of the report, regardless if a particular service was not provided (even if a report contains 0s). All reports must be saved as final.
  - Only Sections IVA and IVB will remain in draft format even after they have been finalized.
6. Schedule time to analyze and understand why there are fluctuations from the prior year NAPIS SPR data (also reference the Annual Data Error Report). Use the questionable data checklist to identify:
  - Large percentage of missing data, 30% or greater.
  - No or few poverty, rural, or live alone client population.
  - No or few ADL or IADL functional impairment clients.
  - Questionable fluctuations (e.g. inconsistent variance between performance data and fiscal expenditures and/or fluctuations in performance are over 10%).
  - Clients under the age 60 reported in Title III B services.
  - Decrease in percentage of high nutrition risk clients.
  - Questionable fluctuations in total number of providers and/or focal points.
  - Modifications in NAPISCare data compared to the year-to-date totals in the 4<sup>th</sup> Quarter File Upload Submission.



Conduct internal meetings with other staff, or even providers, to review accuracy of data and to respond to CDA questionable data error report (if necessary). Your responses are needed to provide explanations to AoA and for notations on the Legislative Fact Sheets.

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## NAPISCare Data Review, Continued

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### NAPISCare Corrections

If you are directed by CDA to make a change after a report is validated and finalized, or if you notice an error that requires correction, AAA staff may unlock and revalidate a report. Go to the Report Manager screen to unlock a report. For further Instructions, see the *RTZ Associates' NAPISCare NAPIS Reporting Tool User Manual* available on the CARS Help link.

CDA can only finalize a report once all AAAs have finalized their version of the report. CDA may modify and approve the reports if the AAA has not validated the required sections by the appropriate due date.

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### Additional Resources

This table identifies where you can obtain useful resources.

Agency	Resource
AoA	<b>NAPIS SPR Report</b> <a href="http://www.aging.ca.gov/Docs/AAA/Data/2013/SPR_Draft_form_2013_draft.pdf">http://www.aging.ca.gov/Docs/AAA/Data/2013/SPR_Draft_form_2013_draft.pdf</a>
CDA	<b>CDA Data Team</b> <a href="mailto:DataTeam.Reports@aging.ca.gov">DataTeam.Reports@aging.ca.gov</a>
CDA	<b>CARS Overview and Guidance</b> <a href="http://www.aging.ca.gov/Docs/AAA/CARS/2011/CARS_Overview_and_Guidance_02-2011.pdf">http://www.aging.ca.gov/Docs/AAA/CARS/2011/CARS_Overview_and_Guidance_02-2011.pdf</a>
CDA	<b>CDA Title III Forms Guide</b> <a href="http://www.aging.ca.gov/Docs/AAA/Data/2013/FINAL_Intake_Form_Guide_07-01-13.pdf">http://www.aging.ca.gov/Docs/AAA/Data/2013/FINAL_Intake_Form_Guide_07-01-13.pdf</a>
CDA	<b>Service Categories and Data Dictionary</b> <a href="http://www.aging.ca.gov/Docs/AAA/Guidance/2011/Service_Categories_Data_Dictionary_rev_6-26-11.xls">http://www.aging.ca.gov/Docs/AAA/Guidance/2011/Service_Categories_Data_Dictionary_rev_6-26-11.xls</a>
RTZ	<b>NAPISCare NAPIS Reporting Tool User Manual</b> available on the CARS Help link
RTZ	<b>Technical Assistance Support Line</b> (510)-986-6700, email <a href="mailto:carshelp@getcare.com">carshelp@getcare.com</a>

## I.A. Elderly Client Counts

**Required Reporting** Required reporting of unduplicated persons served - summary counts through Title III B, III C, III D, or VII B funding.

**Diagram** The diagram below illustrates the NAPISCare screen for Section I.A.

	Total	
1. Unduplicated Count of Persons Served For Registered Services Supported by the OAA Title III	1,670	<b>A</b>
2. Estimated Unduplicated Count of Persons Served For Unregistered Services Supported by the OAA Title III	6,450 *	<b>B</b>
3. Total Estimated Unduplicated Count of Persons Served Through Services Supported by OAA Title III	6,678 *	<b>C</b>

\* The GetCare system calculates these unduplicated totals based on client-level data. Please note that the GetCare system cannot calculate (and therefore does not include) unduplicated totals based on aggregate data. Accordingly, AAAs submitting aggregate data for unregistered services should manually adjust these totals. AoA does not prescribe a method for estimating these counts.

Item C, do not add line 1 and 2 to get line 3 (≠ 7,504) for the estimated unduplicated count. This would result in counting clients who were served in Registered and Non-Registered services twice.

**Instructions** Manually enter data if field does not populate estimates in items B and C as described in the table. Report does not include services provided through Title III E.

File Upload and NAPISCare totals may be different if clients under the age 60 were reported for non-nutrition programs. Refer to the [CARS Overview and Guidance](#), pages 20-22 for further explanation on why there may be differences between your File Upload and NAPISCare modules.

★ Estimates are based on the AAA methodology. CDA does not provide a technique to estimate these totals. Look at your prior NAPIS SPR for reference.

Item	Count of Person in	Description and Directions
A	Line 1, Registered Services	Unduplicated counts of persons served in Registered Services in Cluster 1 and Cluster 2 who received Title III B, III C, or III D services.  Data will populate from your approved 4 <sup>th</sup> Quarter File Upload Submission. The figure is linked with Sections I.B, I.C, I.D, and II.A reports.

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## I.A. Elderly Client Counts, Continued

### Instructions (Continued)

Item	Count of Person in	Description and Directions
B	Line 2, Unregistered Services (Non-Registered)	<p>An <u>estimated</u> unduplicated count of persons served in Non-Registered Services through Title III B, III C, III D, or VII B. Figure is the best estimate of unduplicated persons served through transportation, legal assistance, nutrition education, information and referral, outreach, plus all “other” Non-Registered Services, which are supported at least in part by OAA Title III funds.</p> <p>If the system does not automatically populate the field, manually adjust this figure.</p>
C	Line 3, Total Title III (Registered and Non-Registered)	<p>An <u>estimated</u> unduplicated count of persons served in Registered and Non-Registered Services combined. In all likelihood, there will be an overlap of clients included in both Registered and Non-Registered Services. A single client may have received Home Delivered Meals and also received Nutrition Education services. Avoid duplication and do not add lines 1 and 2 to get line 3. Line 3 should be equal to the highest number in line 1 or 2 and be no greater than the two lines combined.</p> <p>If the system does not automatically populate the field, manually adjust this figure.</p>

## I.B. General Characteristics of Elderly Clients

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### Required Reporting

Required Title III B, III C-1, or III D general characteristics report of unduplicated Registered Clients served in:

- Cluster 1 and 2 (Total Registered Clients)
  
- Cluster 2 (Registered Clients)
  - Assisted Transportation
  - Congregate Meals
  - Nutrition Counseling

Data will populate from your approved 4<sup>th</sup> Quarter File Upload Submission. If there is a discrepancy between the File Upload and NAPISCare totals, review the File Upload, Demographic Summary report. NAPISCare reports only eligible clients served age 60 and over.

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## I.C. Detailed ADL Characteristics of Cluster 1 Clients

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### Required Reporting

Required Title III B or III C-2 detailed Activities of Daily Living (ADL) functional impairment characteristics report of unduplicated Registered Clients served in:

#### Cluster 1 (Registered Clients with ADLs/IADLs)

- Personal Care
- Homemaker
- Chore
- Home Delivered Meals
- Adult Day Care/Health
- Case Management

Data will populate from your approved 4<sup>th</sup> Quarter File Upload Submission. If there is a discrepancy between the File Upload Manager and NAPISCare screen, review the File Upload, Demographic Summary report. NAPISCare reports only eligible clients served age 60 and over.

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### Don't Forget



Even if you do not provide a Registered Service, you must save as final and validate each section of NAPISCare, except for Sections IV.A and IV.B reports that will always be in draft status.

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## I.D. Detailed IADL Characteristics of Cluster I Clients

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### Required Reporting

Required Title III B or III C-2 detailed Instrumental Activities of Daily Living (IADL) functional impairment characteristic report of unduplicated Registered Clients served in:

#### Cluster 1 (Registered Clients with ADL/IADL)

- Personal Care
- Homemaker
- Chore
- Home Delivered Meals
- Adult Day Care/Health
- Case Management

Data will populate from your approved 4<sup>th</sup> Quarter File Upload Submission. If there is a discrepancy between the File Upload Manager and NAPISCare screen, review the File Upload, Demographic Summary report. NAPISCare reports only eligible clients served age 60 and over.

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## I.E. Summary Characteristics of Caregivers Serving Elderly Individuals

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### Required Reporting

Required Title III E general characteristics report of unduplicated Registered Caregivers serving elderly individuals in:

#### Group 1 (Registered Caregivers)

- Counseling/Support Groups Caregiver Training
- Respite Care
- Supplemental Services
- Cash and Counseling (not applicable) ★

Data will populate from your approved 4<sup>th</sup> Quarter File Upload Submission.

(★) California does not have a Cash and Counseling program; therefore, NAPISCare will not display this report.

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## I.F. Summary Characteristics of Grandparents and Other Elderly Caregivers Serving Children

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### Required Reporting

Required Title III E general characteristics report of unduplicated Registered Grandparents and other elderly caregivers serving children in:

- Group 1 (Registered Caregivers and Care Receivers)
  - Counseling/Support Groups Caregiver Training
  - Respite Care
  - Supplemental Services
  - Cash and Counseling (not applicable) ★

Data will populate from your approved 4<sup>th</sup> Quarter File Upload Submission.

(★) California does not have a Cash and Counseling program; therefore, NAPISCare will not display this report.

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### Don't Forget



Even if you do not provide Title III E Registered Grandparent Services, you must save as final and validate this section.

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## II.A. Title III Utilization, Expenditure Profile

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### Required Reporting

Required utilization and expenditure profile of services provided through Title III B, III C, or III D for Cluster 1, 2, and 3 clients.

You are to report all performance data for any service category where OAA Title III funds were used, even if Title III funding is one of several funding sources used to support the service.

**AoA encourages AAAs to report all funding sources used to support the service and to document all service units provided and eligible clients served.**

Example: Even though OAA funds only 25% of the total cost of the service, the AAA would report all 1,000 eligible clients served by the Home Delivered Meal program and the 250,000 NSIP meals.

You must report, at minimum, the following:

- Health Promotion
- Information and Assistance ★
- Legal Assistance ★
- Nutrition Education

(★) Information and Assistance, and Legal Assistance are priority services. CDA requires you to report all these activities, even if there were no Title III funds used to support these services. Reference OAA, Sections 306(a)(2)(B), 307(a)(2)(A), (B), and (C), 321(a).

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## II.A. Title III Utilization, Expenditure Profile, Continued

**Diagram** The diagram below illustrates the NAPISCare screen for Section II.A, Utilization.

A. Title III Utilization, Expenditure, and Program Income Received Profile (Except Title III-E)   <a href="#">Show OAA Title III Expenditures (\$) by Part</a>					
For Selected Services	Number of Providers	AAA Direct Service Provision*	Unduplicated Persons Served	# of Persons Served at High Nutrition Risk	Service Units
Cluster 1: Registered Services - Requiring Summary Client Profile					
1. Personal Care	0	0	0		0
2. Homemaker	0	0			
3. Chore	0	0			
4. Home Delivered Meals	1	0	586	303	76,048
4a. NSIP Home Delivered Meals*					76,648
5. Adult Day Care/Health	1	0	8		470
6. Case Management	1	0	294		482
For Selected Services	Number of Providers	AAA Direct Service Provision*	Unduplicated Persons Served	# of Persons Served at High Nutrition Risk	Service Units
Cluster 2: Registered Services - Requiring Summary Client Profile					
7. Assisted Transportation	1	0	44		459
8. Congregate Meals	4	1	1,003	101	10,970
8a. NSIP Congregate Meals*					12,952
9. Nutrition Counseling	0	0	0	0	0
For Selected Services	Number of Providers	AAA Direct Service Provision*	Unduplicated Persons Served	# of Persons Served at High Nutrition Risk	Service Units
Cluster 3: Non-Registered Services - No Client Profile Required					
10. Transportation	1	0			601
11. Legal Assistance	1	0			2,026
12. Nutrition Education	1	1			1,946
13. Information and Assistance	2	0			2,614
14. Outreach	1	0			1,648
15. Other Services					
16. Health Promotion	0	0	37		
17. Cash & Counseling			0		
<b>Total (Unduplicated)</b>	<b>10</b>	<b>1</b>		<b>0</b>	

Click on this link to enter or view data for the expenditures section of the report.

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## II.A. Title III Utilization, Expenditure Profile, Continued

**Instructions** Data should populate from the approved File Upload Manger as described in the below table.

Item	Column Title	Description and Directions
A	Number of Providers	If the system does not automatically populate the fields, enter the appropriate unduplicated value for each service category. This includes AAA as a direct service provider as well.
B	AAA Direct Service Provision	If the system does not automatically populate the fields, enter a "1" to correspond to each service category the AAA is a direct service provider.  Line 18: The number should be a one for the total AAA unduplicated provider count.
C	Unduplicated Persons Served	Figure will populate from your approved 4 <sup>th</sup> Quarter File Upload Submission for Registered Services and Health Promotion. Data is linked with I.A, I.B, I.C, or I.D reports.  Line 16, Health Promotion: If the system does not automatically populate this field, enter a value of "1" as a placeholder. This estimated number will be required to be reported in FY 2011-12. Remember CDA also requires the reporting of Service Units in the File Upload Manager but will not be report this in the NAPIS SPR for AoA.  Line 17, Cash & Counseling: California does not have a Cash and Counseling program; therefore, the data should populate as zeros.
D	# of Persons Served in High Nutrition Risk	Data will populate from your approved 4 <sup>th</sup> Quarter File Upload Submission for listed Registered Services. Data is linked with Sections I.B, I.C, or I.D reports.  ★ See <i>Title III Intake and Assessment Forms Guide</i> , page 29 for the targeted percentages reviewed for Home Delivered Meals and Congregate Meals programs.
E	Service Units	Data will populate from your approved 4 <sup>th</sup> Quarter File Upload Submission for Registered and Non-Registered Services.  Line 4a and 8a, NSIP Meals: Make sure all eligible NSIP Non-Registered meals are included in the total NSIP number.  Line 11, Legal Assistance: The number should match the Annual CDA 1022 data.

### Don't Forget



In order to validate this report, you will need to click on the expenditure link to complete the report.

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## II.A. Title III Utilization, Expenditure Profile, Continued

**Diagram** The diagram below illustrates the NAPISCare screen for Section II.A, Expenditure.

OAA Title III Expenditures (\$) by Part   <a href="#">Show Section A</a>							
For Selected Services	Title III Expenditure	Total Service Expenditure	Program Income Received	B	C1	C2	D
<b>Cluster 1: Registered Services - Requiring Detailed Client Profile</b>							
1. Personal Care	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
2. Homemaker	<input type="text" value="0"/>	<input type="text" value="0"/>					
3. Chore	<input type="text" value="0"/>	<input type="text" value="0"/>					
4. Home Delivered Meals	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>			<input type="text" value="0"/>	
4a. NSIP Home Delivered Meals*							
5. Adult Day Care/Health	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
6. Case Management	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
For Selected Services	Title III Expenditure	Total Service Expenditure	Program Income Received	B	C1	C2	D
<b>Cluster 2: Registered Services - Requiring Summary Client Profile</b>							
7. Assisted Transportation	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
8. Congregate Meals	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>		<input type="text" value="0"/>		
8a. NSIP Congregate Meals*							
9. Nutrition Counseling	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
For Selected Services	Title III Expenditure	Total Service Expenditure	Program Income Received	B	C1	C2	D
<b>Cluster 3: Non-Registered Services – No Client Profile Required</b>							
10. Transportation	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
11. Legal Assistance	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
12. Nutrition Education	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
13. Information and Assistance	<input type="text" value="1"/>	<input type="text" value="1"/>					
14. Outreach	<input type="text" value="1"/>	<input type="text" value="1"/>					
15. Other Services	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			<input type="text" value="0"/>
16. Health Promotion	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
17. Cash & Counseling	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total (Unduplicated)	<input type="text" value="11"/>	<input type="text" value="11"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Calculate Total

**Instructions** Manual entry needed for items A and B, in fields where performance data is reported. Enter a value of “1” for the corresponding fiscal expenditure. CDA will verify this information to ensure expenditures have been reported in the appropriate service categories of the AAA Area Plan fiscal closeout.

## II.B. Title III E Utilization, Expenditure Profile for Caregivers Serving Elderly

### Required Reporting

Required utilization and expenditure profile of caregivers serving elderly through Title III E for Group 1 (Registered) and Group 2 (Non-Registered) Services.

### Diagram

The diagram below illustrates the NAPISCare screen for Section II.B, Group 1.

	<b>A</b>	<b>B</b>		<b>C</b>	<b>D</b>	<b>E</b>
Caregiver Support Categories	Title III-E Expenditures (Federal \$)	Total Service Expenditures (All Sources)	Program Income Received	# Caregivers Served	Units of Service	# of Providers (unduplicated)
Group 1				Unduplicated number of caregivers:		
1. Counseling/ Support Groups/ Caregiver Training <a href="#">Collapse</a>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="158"/>	<input type="text" value="1,166"/>	<input type="text" value="3"/>
Caregiver Assessment	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="129"/>	<input type="text" value="383"/>	<input type="text" value="2"/>
Caregiver Counseling	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="137"/>	<input type="text" value="593"/>	<input type="text" value="3"/>
Caregiver Peer Counseling	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>
Caregiver Support Groups	Enter "1" for expenditures for Lines 1, 2, and 3 if you have reported data.			<input type="text" value="18"/>	<input type="text" value="149"/>	<input type="text" value="2"/>
Caregiver Training	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="16"/>	<input type="text" value="40"/>	<input type="text" value="1"/>
Caregiver Case Management	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
2. Respite Care <a href="#">Expand</a>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="66"/>	<input type="text" value="9,074"/>	<input type="text" value="3"/>
3. Supplemental Services <a href="#">Expand</a>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4. Cash and Counseling	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		

**F** Click on this link to enter or view data for the FCSP sub-service group.

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## II.B. Title III E Utilization, Expenditure Profile for Caregivers Serving Elderly, Continued

**Diagram** (Continued) The diagram below illustrates the NAPISCare screen for Section II.B, Group 2.

	A	B	C	D	E	
Caregiver Support Categories	Title III-E Expenditures (Federal \$)	Total Service Expenditures (All Sources)	Program Income Received	# Caregivers Served	Units of Service	# of Providers (unduplicated)
4. Cash and Counseling						
Group 2				Estimated unduplicated number of caregivers:	Number is the sum of the sub-service group in light green for Line 5 and 6, column D.	
5. Access Assistance <a href="#">Collapse</a>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1,849"/>	<input type="text" value="6,804"/>	<input type="text" value="1"/>
Information and Assistance	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1,193"/>	<input type="text" value="4,096"/>	<input type="text" value="1"/>
Outreach	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="647"/>	<input type="text" value="2,690"/>	<input type="text" value="0"/>
Interpretation/Translation	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="9"/>	<input type="text" value="18"/>	<input type="text" value="0"/>
Caregiver Legal Resources	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
				Estimated audience size:	# Activities:	
6. Information Services <a href="#">Collapse</a>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="9,076"/>	<input type="text" value="218"/>	<input type="text" value="0"/>
Public Information on Caregiving	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="6,512"/>	<input type="text" value="80"/>	<input type="text" value="0"/>
Community Education on Caregiving	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2,564"/>	<input type="text" value="138"/>	<input type="text" value="0"/>
Totals (unduplicated)	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="0"/>			<input type="text" value="3"/>

Enter "1" for expenditures for Line 5 and 6, if you have reported data.

The report will highlight in red to indicate which data elements are affected by the validation errors.

Example has missing line 6 sum and sub-service group figures of the "# of Providers" for the reported units of service.

**Instructions** Manual entry is needed for items A and B. Data should populate from the approved File Upload Manger for items C, D, and E as described in below table.

Item	Column Title	Description and Directions
A	Title III-E Expenditures	Where performance data is reported, enter a value of "1" only in the total expenditure line.

Continued on next page

## II.B. Title III E Utilization, Expenditure Profile for Caregivers Serving Elderly, Continued

### Instructions (Continued)

<b>B</b>	<b>Total Service Expenditures</b>	Where performance data is reported, enter a value of "1" only in the total expenditure line.
<b>C</b>	<b># Caregivers Served/ Estimated audience size</b>	<p>Data will populate from your approved 4<sup>th</sup> Quarter File Upload Submission for Registered and Non-Registered Services. Data is linked with Section I.D.</p> <p>The unduplicated number for Line 1, 2, and 3 are the Group 1 FCSP Registered unduplicated number of clients served in the sub-services added together.</p> <p>The unduplicated number for Line 4 and 5 are Group 2 FCSP Non-Registered <u>estimated</u> unduplicated number of clients/audience served in the sub-services added together.</p> <p>★ Report requires items C and E if reporting units of service.</p>
<b>D</b>	<b>Units of Service</b>	<p>Data will populate from your approved 4<sup>th</sup> Quarter File Upload Submission for Registered and Non-Registered Services.</p> <p>The sum number for the main FCSP service groups (line 1, 2, 3, 5, and 6) are sub-service figures added together.</p>
<b>E</b>	<b># of Providers</b>	<p>Data will populate from your approved 4<sup>th</sup> Quarter File Upload Submission. If the system does not automatically populate these fields, enter the correct number of providers, including the AAA if it is a direct service.</p> <p>Line 1, 2, 3, 5, and 6: The number of total unduplicated provider count.</p>
<b>F</b>	<b>Cash and Counseling</b>	Line 4: California does not have a Cash and Counseling program; therefore, the data should populate as zeros.



## **II.C. Title III E Utilization, Expenditure Profile for Grandparents and Other Elderly Caregivers Serving Children**

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### **Required Reporting**

Required utilization and expenditure profile of grandparents and other elderly caregivers serving children through Title III E for Group 1 (Registered) and Group 2 (Non-Registered) Services.

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### **Instructions**

Follow Section II.B reporting Instructions to review, complete and validated Section II.C report.

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## **II.D. Title VII Expenditures by Chapter**

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### **Optional Reporting**

Reporting Title VII expenditures for Chapter 3, Elder Abuse Prevention, and Chapter 4, Legal Assistance Development are optional.

If you chose not to report expenditures, save, and validate report with zeros.

Chapter 2, Ombudsman, expenditures are reported separately in the National Ombudsman Reporting System (NORS).

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## II.E. Other Services Profile

### Required Reporting

Required reporting service units, estimated unduplicated persons served, and expenditures for all provided Title III B, Title III C, Title III D, and VII B “other” service categories.

You must report, at minimum, the following:

- Elder Abuse Prevention (Training and/or Materials)
- Medication Management

### Diagram

The diagram below illustrates the NAPISCare screen for Section II.E.

	A	B	C	D	E	F	G
	Service Name (Up to 30 Characters)	Service Unit Name (Up to 15 characters)	Mission/ Purpose Category	OAA Service Expenditure	Total Service Expenditure Amount	Estimated Unduplicated Persons Served	Estimated Service Units
1.	Alzheimer's Day Care Services	Day of Attendance	ABCDF	0	0	0	0
2.	Cash/Material Aid	Assistance	F	0	0	0	0
3.	Community Education	Activity	BCDF	1	1	396	158
4.	Comprehensive Assessment	Hour	AEF	0	0	0	0
5.	Disaster Preparedness Materials	Product	BF	0	0	0	0
6.	Elder Abuse Prevention, Education and Training	Session	C	1	1	1	19
7.	Elder Abuse Prevention Educational Materials	Product	C	1	1	675	775
8.	Employment	Activity	DF	0	0	0	0
9.	Health	Hour					
10.	Housing	Hour					
Enter "1" for expenditures and if data does not populate.							
11.	Interpretation/ Translation	Contact	CDF	0	0	0	0
12.	Medication Management	Contact	B	1	1	237	282
13.	Mental Health	Hour	ABDF	0	0	0	0
14.	Mobility Management Activities	Hour	ABDF	0	0	0	0
15.	Peer Counseling	Hour	BDF	0	0	0	0
Medication Management data must be reported in Section II.A Health Promotion. The Medication Management service category was eliminated from							
16.	Personal Affairs Assistance	Contact					
17.	Personal/Home Security	Product					
18.	Public Information	Activity					
19.	Registry	Hour	CDF	0	0	0	0
20.	Residential Repairs/Modifications	Modification	BCF	0	0	0	0
21.	Respite Care	Hour	BDF	0	0	0	0
22.	Senior Center Activities	Hour	BDF	0	0	0	0
23.	Telephone Reassurance	Contact	BDF	0	0	0	0
24.	Visiting	Hour	ABDF	0	0	0	0

Continued on next page

## II.E. Other Services Profile, Continued

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### Instructions

Information should populate for items A, B, and C. Manually enter data for items D and E for expenditures. Data should populate from the approved File Upload Manger for items F and G as described in the below table.

Item	Column Title	Description and Directions
A	Service Name	Populated with all 24 possible Title III "Other" categories. <b>Do not change.</b>
B	Unit Name	Populated with service unit name. <b>Do not change.</b>
C	Mission/ Purpose	Populated with designated mission/purpose category identification. <b>Do not change.</b>
D	OAA Service Expenditure	Where performance data is reported, enter a value of "1" for the corresponding fiscal expenditure.
E	Total Service Expense Amount	Where performance data is reported, enter a value of "1" for the corresponding fiscal expenditure.
F	Estimated Unduplicated Persons Served	If the system does not automatically populate the "estimated unduplicated persons served" fields, enter a value of "1" as a placeholder.
G	Estimated Service Units	Data will populate from your approved 4 <sup>th</sup> Quarter File Upload Submission. If they do not please consult your CDA Data Analyst.

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### III.A. State Unit on Aging Staffing Profile

**Description** Contains the State Unit on Aging staffing profile. This section is not a part of the AAA NAPISCare module and will be completed by CDA for the NAPIS SPR report to AoA.

### III.B. AAA Staffing Profile

**Required Reporting** Required AAA staffing profile to report the total number of full-time equivalence (FTE) employees regardless of funding source.

**Diagram** The diagram below illustrates the NAPISCare screen for Section III.B.

AAA Personal Categories	Total FTEs	Minority FTEs
1. Agency Executive/ Management Staff	1.2	0
2. Other Paid Professional Staff (By Functional Responsibility)		
A. Planning	0	0
B. Development	0	0
C. Administration	1.79	0
D. Service Delivery	4.77	0.5
E. Access/Care Coordination	0	0
F. Other	0.83	0
3. Clerical/Support Staff	0.73	0.13
4. Volunteers	3.82	0
5. Total AAA Staff	13.14	0.63
<b>Functional Responsibilities:</b>		
A. Planning—Includes needs assessment, plan development, budgeting/resource analysis, service inventories, standards development and policy analysis.		
B. Development—Includes public education, resource development, training and education, research and development and legislative activities.		
C. Administration—Includes bidding, contract negotiation, reporting, reimbursement, accounting, auditing, monitoring and quality assurance.		
D. Service Delivery—Includes those activities associated with the direct provision of a service which meets the needs of an individual older person and/or caregiver.		
E. Access/Care Coordination—Include outreach, screening, assessment, case management and I&R.		

*Continued on next page*

### III.B. AAA Staffing Profile, Continued

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**Instructions** Manually enter data for items A and B as described in the below table.

Item	Column Title	Description and Directions
A	Total FTEs	Enter in the FTE for each corresponding category based on the functional responsibility listed on the screen. You may enter in partial FTEs.  Line 5, Total AAA Staff: The number is the sum of line 1, 2, 3 and 4 figures added together. The total does not have to be a whole number.
B	Minority FTEs	Enter how many identified FTEs in item A are minorities. A minority individual is classified as: <ul style="list-style-type: none"><li>• White – Hispanic</li><li>• American Indian or Alaska Native</li><li>• Asian</li><li>• Black or African American</li><li>• Native Hawaiian or Other Pacific Islander</li><li>• Persons reporting some other race</li><li>• Person reporting 2 or more race</li></ul>

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**Don't Forget** Look at your prior NAPIS SPR for reference.



### III.C. Provider Profile

**Required Reporting** Required provider profile to report unduplicated count and of minority and rural designations for Title III B, III C, III D, and VII D. This section does not include Title III E providers.

**Diagram** The diagram below illustrates the NAPISCare screen for Section III.C.

		Total # of Providers
Total	<b>A</b>	<input type="text" value="9"/>
Minority	<b>B</b>	<input type="text" value="2"/>
Rural	<b>C</b>	<input type="text" value="0"/>

**Instructions** Data should populate from the approved File Upload Manger for items A and B as described in the below table. Manually enter data for item C.

Item	Row Title	Description and Directions
A	Total	If the system does not automatically populate this field, enter in the total <u>unduplicated</u> provider count (excluding the AAA as a direct provider). This number will be equal to or less than the total unduplicated provider count in Section II.A.
B	Minority	If the system does not automatically populate this field, enter in the total <u>unduplicated</u> minority provider count.  A minority provider is defined by AoA as a provider of services to clients which meets any one of the following criteria: 1) A not for profit organization with a controlling board comprised at least 51% of individuals in the racial and ethnic categories listed below. 2) A private business concern that is at least 51 percent owned by individuals in the racial and ethnic categories listed below. 3) A publicly owned business having at least 51 percent of its stock owned by one or more individuals and having its management and daily business controlled by one or more individuals in the racial and ethnic categories listed below. The applicable racial and ethnic categories include American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, or Hispanic.
C	Rural	Enter in the total <u>unduplicated</u> rural provider count.  A rural provider is defined by AoA as providers of services to clients who live in rural areas. Rural providers are not necessarily providers of services only to rural clients. They may also be providers of services to clients in urban areas.

### III.D. Profile of Community Focal Points and Senior Centers

**Required Reporting**

Required profile of community focal points and senior centers.

**Diagram**

The diagram below illustrates the NAPISCare screen for Section III.D.

	Number	
1. Total Number of Focal Points Designated Under Section 306(a)(3) of the Act in Operation in the Past Year.	1	A
2. Of the Total Number of Focal Points in Item 1., the Number That Were Senior Centers.	0	B
3. Total Number of Senior Centers in the AAA in the Past Fiscal Year.	35	C
4. Total Number of Senior Centers in Item 3. That Received OAA Funds During the Past Fiscal Year.	31	D

**Notes**

Previous Notes

It is also optional to enter the names of the Focal Points in the note section.

Notes

Add Note

**Instructions**

Manually enter data for items A - D as described in the below table.

Item	Total Number...	Description and Directions
A	Focal Points	Enter in the number of total community focal points that are designated under the Older Americans Act, Section 306(a) (3).  ★ The number must match your latest Area Plan or Area Plan Update, Community Focal Points List.
B	Focal Points that were Senior Centers	Enter in the number of focal points that were senior centers.
C	Senior Centers in the AAA	Enter in the number of total senior centers in the AAA during the reporting fiscal year.
D	Senior Centers that received OAA Funds	Enter in the number of Senior Centers that received OAA funds during the reporting fiscal year.

## IV.A. Developmental Accomplishments for Home and Community Based Programs

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### Optional Reporting

Section to highlight the AAA's achievements that have enhanced the home and community based services for seniors, including any human-interest stories. You can report on any program that receives funds, not just Title III B, and C, and not limited to Program (P) Development (D) or Coordination (C).

This is optional to report. In the narrative portion, describe the result, the potential impact on older persons, the process/step(s) followed, and who was primarily responsible for the accomplishment(s).

It may be helpful to have these documented for the End-of-Cycle Report.

★ This section will remain in draft status even after it has been saved as final and validated.

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## IV.B. Developmental Accomplishments for a System of Elder Rights

### Optional Reporting

Section to highlight the AAA's achievements that have enhanced the system of elder rights, including any human-interest stories. You can report on any program that receives funds, not just Title III B and C, and not limited to Program (P) Development (D) or Coordination (C).

This is optional to report. In the narrative portion, describe the result, the potential impact on older persons, and the process/step followed and who was primarily responsible for the accomplishment.

It may be helpful to have these documented for the End of Cycle Report.

★ This section will remain in draft status even after it has been saved as final and validated.

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