

CALIFORNIA DEPARTMENT OF AGING
Division of Home and Community Living
Older Adults Program Branch

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PROGRAM MEMO

TO: Area Agencies on Aging

NO: 21-26

DATE ISSUED: December 13, 2021

EXPIRES: Until Superseded or Rescinded

PROGRAMS AFFECTED: OAA/FFCRA/CARES/Vaccine funding

SUPERSEDES: N/A

SUBJECT: Guidance for reporting data related to services provided with Older Americans Act (OAA), Families First Coronavirus Response Act (FFCRA), Coronavirus Aid, Relief and Economic Security (CARES) Act, and Expanding Access to COVID-19 Vaccines (Vaccine) funding for Federal Fiscal Year (FFY) 2021.

Background

This Program Memo (PM) provides information on required data reporting related to supplemental pandemic relief funding for FFY 2021. This information will be shared with the federal Administration for Community Living as part of California's annual State Performance Report.

The Administration for Community Living, which provides federal oversight of OAA and supplemental pandemic relief funding, requested that each Area Agency on Aging (AAA) and provider track data and expenditures related to the supplemental funding separately from data and expenditures normally reported in the NAPIS Care Module in the California Aging Reporting System (CARS).

These requirements were outlined in PM 20-08 and PM 20-13. They were also described in [Guidance for Area Agencies on Aging Regarding COVID-19—question #4](#).

Data Reporting Form and Deadline

- The required data should be reported using the State Program Report Supplemental Relief Form (Attachment A).
- Your AAA's supplemental relief form is due to CDA no later than **December 31, 2021**

Data to be Reported

- Data related to services provided with FFCRA, CARES Act, and Vaccine funds should be reported using the supplemental relief form. This data should be reported for FFY 2021 (October 1, 2020, through September 30, 2021).

- Regarding meals, only those consumed in a congregate setting should be reported as C1 meals. Service units for home-delivered or to-go meals should be reported as C2.
- For OAA Funds, do not include or duplicate any data that was already submitted to the NAPIS Care Module in CARS. This data should be reported for SFY 2021 (July 1, 2020 to June 30, 2021).

Important Information Regarding OAA Funds Used for COVID-19 Activities

Early in the pandemic, CDA released guidance instructing AAAs to not report OAA-funded services related to COVID-19 in CARS. This guidance was later changed by ACL and CDA.

If your AAA did any of the following, please report this data now on the supplemental relief form—using the OAA column:

- Provided services using OAA funds during FFY 2021 but did not report them in NAPIS and CARS based on this guidance.
- Revised your data system to report this data into CARS but not to the NAPIS Care Module.
- For example, provided C-1 to-go meals using OAA funds and the associated service units as C-2 were not submitted in NAPIS/CARS.

Any OAA-funded services that were reported in the NAPIS Care Module should **not** be reported on the supplemental relief form. The goal is to determine the total services provided with both OAA and supplemental pandemic relief funds, while avoiding duplicate reporting for any services as much as possible.

Inquiries

For questions regarding reporting requirements or use of the supplemental relief form, email: DataTeam.Reports@Aging.ca.gov.

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