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ACL 19-04

Date: May 20, 2019

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

From: California Department of Aging (CDA) CBAS Branch

Subject: New MSSR Reporting Process

Purpose

This All Center Letter is to inform CBAS providers of the new Monthly Statistical Summary Report (MSSR) electronic submission process using the CDA Peach Provider Portal.

New MSSR Reporting Process

CBAS providers are required to submit the MSSR by the 10th of each month for the previous month's data to the CDA CBAS Branch.

Effective June 10, 2019, CBAS providers shall submit the MSSR to the CDA CBAS Branch electronically via the new Peach Provider Portal internet-based application.

Data shall be directly entered in the MSSR fields within the application. After all data has been entered, the CBAS provider shall send the data electronically to the CDA CBAS Branch by clicking the "Submit" button located at the bottom of the MSSR reporting screen.

ACL # 19-04

May 20, 2019

PAGE 2

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

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

or through the CDA CBAS website:

- https://aging.ca.gov/ProgramsProviders/ADHC-CBAS/Forms/Reporting_Requirements/

CBAS providers will need to login to the Peach Provider Portal using

credentials issued by the CDA. If you don't already have login credentials

you can obtain them 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

Training

A recorded tutorial with further instruction on the reporting requirements

and the new electronic submission process can be accessed on the

CDA CBAS website:

- https://aging.ca.gov/ProgramsProviders/ADHC-CBAS/Forms/Reporting_Requirements/

CBAS providers are strongly encouraged to view the tutorial in advance of the

MSSR reporting deadline.

Questions

For questions about this letter, please call the CBAS Branch at (916) 419-7545.