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**ACL #16-01**

Date: June 1, 2016

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

From: CBAS Branch

Subject: CBAS File Drop Web Portal

Purpose

CDA is sending this letter to:

1. Inform you of a new way for providers to report to CDA - the CBAS File Drop web portal.
2. Notify you of a mandatory electronic survey that all providers must submit to CDA.

**CBAS File
Drop Portal**

The CBAS Branch is excited to announce the new CBAS File Drop, a web-based portal that will allow providers to upload the Participant Characteristics Report (PCR) (CDA CBAS 293) to CDA in a secure and timely manner. This portal will provide a user-friendly interface for report submissions between the provider and CDA, and it will reduce risk of potential HIPAA violations that can occur in transmission of protected health information (PHI).

**Electronic
Survey**

In order for CDA to build the user accounts for the CBAS File Drop, CDA requests that you identify individuals at your center who are responsible for the PCR submission.

Click [here](#) or go to <https://www.surveymonkey.com/r/YSYJTVF> to complete this brief **mandatory survey** by Wednesday, June 8, 2016.

**Upcoming
July 2016 PCR
Submission**

Providers will be required to submit the July 2016 PCR through the CBAS File Drop portal. CDA will be conducting a training webinar in late June to assist providers with understanding how this new system works. A training announcement will follow soon.

The next PCR for the enrollment period of June 1 – 30, 2016, is due to CDA by July 31, 2016.

Questions

For questions about this letter, please call the CBAS Branch at (916) 419-7545 or email us at cbascda@aging.ca.gov.