



**CALIFORNIA  
DEPARTMENT OF AGING (CDA)**

**ACL #14-01**

**FAX Cover**

**TO: All Community-Based Adult Services (CBAS) Providers**

**FROM: CBAS Branch**

**DATE: February 14, 2014**

**SUBJECT: Revised Participant Characteristics Report Rollout and Training Announcement**

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This fax is being sent to announce the revised Participant Characteristics Report rollout and upcoming training.

**For More Information:**

Access the CDA CBAS website at:

[www.aging.ca.gov/ProgramsProviders/ADHC-CBAS/Default.asp](http://www.aging.ca.gov/ProgramsProviders/ADHC-CBAS/Default.asp)

Contact CDA at:

- ✓ Email – [CBAScda@aging.ca.gov](mailto:CBAScda@aging.ca.gov)
- ✓ Phone – (916) 419-7545

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**ACL #14- 01**

Date: February 14, 2014

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

From: CBAS Branch

Subject: Revised Participant Characteristics Report Rollout and Training Announcement

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**Purpose**

This letter provides information regarding the upcoming implementation of a revised Participant Characteristics Report (CDA-ADHC 293) (PCR). The information below will assist CBAS providers in preparing for the new reporting requirements.

**Why A Revised PCR?**

The California Department of Aging (CDA) has revised the PCR in order to collect more useful data to characterize the CBAS program and to assist CDA in meeting monitoring and oversight responsibilities. Revisions to the report include removal and addition of data fields, as well as expanded instructions and definitions designed to assist CBAS providers with understanding reporting requirements.

CDA will post the revised PCR form and instructions on the CDA website in the next two weeks.

**Preparation for March Implementation****Timeline**

Beginning in March 2014, CDA will reach out to all CBAS providers to obtain the new PCR and to make the submission process as easy as possible. CDA will work to obtain the revised report in Excel format from all centers by June 2014. For those centers using CADCare, TurboTAR, or Correlink software, CDA has been working for several months with the three CBAS software vendors to coordinate necessary system modifications.

**Survey**

To assist CDA with the implementation and submission process, we request that all providers complete the following survey available at <https://www.surveymonkey.com/s/3DXCM96> by *Friday, February 21, 2014*. If you are unable to complete the survey online; a hard copy is attached to this letter. Please complete it and fax it to (916) 928-2507 by the due date. This should only take five minutes of your time and will be very helpful to us.

**Training**

CDA will host a webinar to review the revised form and to answer your

questions.

**Date:** Thursday, February 27, 2014

**Time:** 2:00 PM – 3:00 PM PST

**Registration Link:** <https://www2.gotomeeting.com/register/156101546>

We request that the individual who completes this form attend the training.  
Please mark your calendars for this brief and important training.

***Questions***

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

# CBAS PCR Revisions

## Background

The California Department of Aging (CDA) has revised the Participant Characteristics Report (CDA-ADHC 293) in order to collect more useful data to characterize the CBAS program and to assist CDA in meeting monitoring and oversight responsibilities.

To assist CDA with the implementation and submission process, we request that all providers complete this survey. This should only take five minutes of your time and will be very helpful to us.

For questions about this survey, please call the CBAS Branch at (916) 419-7545 or email us at [CBAScda@aging.ca.gov](mailto:CBAScda@aging.ca.gov).

If completing the survey manually, please fax it to (916) 928-2507.

We appreciate you taking the time to complete the survey.

## Center Identifying Information

### \*1. CBAS Center Name

### \*2. NPI

### \*3. City

### \*4. Name of Person Completing the Survey

## Questions

### 5. What software do you currently use to collect data on participants at your center?

- CADCare       Correlink       TurboTAR       Do not use software

Other Software (please specify)

### 6. How do you currently generate the Participant Characteristics Report?

- CADCare       Correlink       TurboTAR       Microsoft Excel       Manually

Other (please specify)

# CBAS PCR Revisions

## 7. Does your center have access to Microsoft Excel (any version)?

- Yes  No

## 8. What is your preferred method for submitting the revised Participant Characteristics Report?

- Email Option 1: Send center generated secure email (you will email CDA directly with the attached PCR)  
 Email Option 2: Receive CDA generated secure email (you can reply to this email with the attached PCR)

Other (please specify)

## 9. Who can we contact regarding follow up questions?

Name

Phone number