

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

2880 Gateway Oaks Drive, Suite 200  
Sacramento, CA 95833  
www.aging.ca.gov  
TEL 916-419-7500  
FAX 916-928-2267  
TTY1-800-735-2929

**PROGRAM MEMO**

**TO:** Area Agencies on Aging  
**FROM:** California Department of Aging  
**NO:** PM 21-24  
**DATE ISSUED:** November 10, 2021  
**EXPIRES:** Until superseded  
**PROGRAMS AFFECTED:** Older American's Act Programs  
**SUPERSEDES:** N/A  
**SUBJECT:** Online Data Reporting Tool

**Purpose**

This Program Memo (PM) provides direction to Area Agencies on Aging (AAAs) regarding monthly reporting in the Online Data Reporting Tool.

**Monthly Reporting**

Beginning November 30, 2021, AAAs will report data related to the following services monthly in California Department of Aging's (CDA) Online Data Reporting Tool:

- Meals (home-delivered and congregate)
- Information and Assistance
- Transportation
- Case Management

This data will include services provided with **all** funding sources.

**Schedule**

AAAs will report this data by the end of the month following the month the service was performed. For instance, October's data will be reported by November 30.

**Accessing the Online Tool**

Go to [www.data.aging.ca.gov](http://www.data.aging.ca.gov). Active users of the COVID 19 Response Portal have been pre-authorized for access. To add others, please use the "Add User Request" option found within the Online Tool. Be aware that after 90 days of inactivity an individual user's account will be locked and the person will need to contact the CDA Data Team to request to unlock the account.

### **California Aging Reporting System (CARS)**

AAAs will continue to report this same data in the CARS to meet federal reporting requirements. Thank you to the entire AAA network for your reporting efforts. This data will tell the story of how you continue to support the needs of older adults and families.

### **Inquiries**

For questions regarding this PM, please email: [DataTeam.Reports@aging.ca.gov](mailto:DataTeam.Reports@aging.ca.gov).

/Sutep Laohavanich/

Sutep Laohavanich, Deputy Director  
California Department of Aging