

DEPARTMENT OF AGING

1300 NATIONAL DRIVE, SUITE 200

SACRAMENTO, CA 95834-1992

Internet Home Page: www.aging.ca.gov

TDD Only 1-800-735-2929

FAX Only (916) 928-2509

Phone Number (916)928-2723

**PROGRAM MEMO**

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| TO: AREA AGENCY ON AGING DIRECTORS | NO.: PM 08-25(P) |
| SUBJECT: Implementation of California Aging Reporting System Fiscal Module for Title III B, III C, III D, III E, Title VII, and Community-Based Service Programs (sans Health Insurance Counseling and Advocacy Program) | DATE ISSUED: November 7, 2008 |
| REVISED | EXPIRES: June 30, 2010 |
| REFERENCES: | SUPERSEDES: |
| PROGRAMS AFFECTED: <input type="checkbox"/> All <input checked="" type="checkbox"/> Title III-B <input checked="" type="checkbox"/> Title III-C1/C2 <input checked="" type="checkbox"/> Title III-D <input checked="" type="checkbox"/> Title III-E <input type="checkbox"/> Title V <input checked="" type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input checked="" type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input type="checkbox"/> Other: _____ | |
| REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other Specify: Implement new California Aging Reporting System Fiscal Module | |
| INQUIRIES SHOULD BE DIRECTED TO: Assigned Area Agencies on Aging Based Team Fiscal Analyst | |

This Program Memo (PM) notifies Area Agencies on Aging (AAA) that all AAAs must submit monthly fiscal reporting to the online California Aging Reporting System (CARS) by December 1, 2008. This PM affects the following programs: Title III B, III C, III D, III E, Title VII, and all Community-Based Service Programs except the Health Insurance Counseling and Advocacy Program (HICAP). HICAP and Title V fiscal reporting are not part of this phase and are not changing at this time. The new system will: (a) reduce the time it takes AAAs to submit fiscal reports; (b) reduce the number of submission errors; and (c) reduce the time necessary to reconcile and process payments.

Changes in Reporting Procedures

Currently, AAAs submit two files each month (SPR 107 and SPR 108) to the California Department of Aging (CDA). CDA staff loads these files into the ManAGE legacy system and checks them manually for errors. In addition, AAAs submit Title III E information separately via an Excel spreadsheet report (CDA 268). CARS will simplify this process by allowing AAAs to enter data directly into the Expenditures and Request for Funds online screens (complete with automatic calculations and validations) and enabling CDA staff to receive and review submissions in real-time.

CDA staff will proceed either to approve the submitted expenditures and request for funds or to request further modifications from AAAs to ensure the accuracy of the submitted data.

Timelines for Implementation

From July through November 2008, CDA and AAAs have been in the process of testing the CARS Fiscal Module. During this test period, AAAs also will continue to submit data for the ManAGE system. After December 1, 2008, the legacy ManAGE system will not be used and AAAs will transition to using only CARS. The graphic below illustrates this transition period.

| | | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb |
|-------------|--------------------------|------|------|-----|------|-----|-----|-----|-----|-----|
| Old method: | Submit data files to CDA | ◀ | • | • | • | • | • | | | |
| New method: | Complete online in CARS | | • | • | • | • | • | • | • | ▶ |

Next Steps

Every AAA must identify an individual who is authorized to use the CARS Fiscal Module. These individuals must activate their account using the steps outlined in Attachment A in order to comply with the December 1, 2008 deadline. These individuals are encouraged to attend a remote training session provided by CDA’s contractor, RTZ Associates. Please contact Alana Hawkins, at (510) 986-6700, ext. 511 or alana@rtzassociates.com for training days and times. Also attached to this PM is the CARS Fiscal Manual developed for AAAs.

Questions or concerns may be addressed to your assigned AAA-Based Team Fiscal Analyst.


 Lynn Daucher
 Director

Attachments