

**DEPARTMENT OF AGING**

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**PROGRAM MEMO**

TO: <b>Area Agency on Aging Directors</b>	NO.: PM 10-17(P)
SUBJECT: End of Year Performance Data Validation Process	DATE ISSUED: July 26, 2010
REVISED	EXPIRES: June 30, 2011
REFERENCES:	SUPERSEDES: PM 09-17 (P)
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 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: New process for data validation.	
INQUIRIES SHOULD BE DIRECTED TO: Lilit Tovmasian, (916) 928-4668, email <a href="mailto:ltovmasian@aging.ca.gov">ltovmasian@aging.ca.gov</a> or Mame Polito, (916) 419-7568, email <a href="mailto:mpolito@aging.ca.gov">mpolito@aging.ca.gov</a>	

The purpose of this memo is to familiarize all Area Agency on Aging (AAA) Directors and staff with the revised annual performance data verification process and to extend from June 30, 2010, to June 30, 2011, the deadline established in PM 09-17 (P) which originally outlined this process. This revised process will apply to FY 2009-10 data.

The annual reporting reminder document with important due dates may be obtained at [http://www.cda.ca.gov/aaa/cars/docs/CDA\\_Annual\\_Reporting\\_Reminder\\_4-14-10.pdf](http://www.cda.ca.gov/aaa/cars/docs/CDA_Annual_Reporting_Reminder_4-14-10.pdf).

**Annual Submission and Verification of CARS Data**

Starting with their FY 2008-09 data submission, AAAs have used the NAPISCare tool in California Aging Reporting System (CARS) to submit their annual National Aging Program Information System (NAPIS) State Program Report (SPR) data. A blank copy of the SPR may be obtained at [http://www.cda.ca.gov/aaa/guidance/NAPIS\\_SPR\\_Form\\_%20Aug\\_2008.pdf](http://www.cda.ca.gov/aaa/guidance/NAPIS_SPR_Form_%20Aug_2008.pdf).

After their fourth submission data is uploaded and approved in CARS, AAAs will be able to view their data by going to the CARS main menu and then selecting the NAPISCare tool. Data will automatically populate based on what the AAA submitted in its 4<sup>th</sup> submission data files due July 31, 2010.

**Logic Error Checks**

AAAs will have the option to edit each data field to correct errors. When AAAs determine the report is correct, they will click on the "Save as Final and Validate" option for each report

section. The system will then run logic checks to ensure that all of the numbers meet Administration on Aging (AoA) validation requirements. Unlike quarterly data, AAAs will be unable to approve this data for submission to CDA until it passes all logic checks. All errors will be displayed, giving each AAA the option to edit its data. Each AAA should review, correct and approve this data no later than September 30, 2010. If AAAs have not approved their data by September 30, 2010, CDA will take appropriate steps to ensure that accurate data is reflected in the SPR. These steps may include CDA directly reviewing the AAA data when the AAA has not approved and submitted the data by the due date.

Please note that this does not complete the annual performance data verification and approval process. The expenditure fields in Section II, subsections A-D of NAPISCare, will be blank because the fiscal expenditure information that is submitted through the CARS Fiscal Module has not been mapped with the NAPISCare tool. Consequently, AAAs should enter a value of "1" for all fields that must have expenditures. This is a temporary measure for use until the CARS Fiscal Module is mapped with the NAPISCare tool. CDA will verify this information to ensure expenditures have been reported in the appropriate service categories of the AAA Area Plan fiscal closeouts.

### **Questionable Data Review**

In addition to the logic error checks, CDA will perform a set of questionable data checks on all submitted data. The "questionable data review" process is different from the logic check process. The attached "Questionable Data Error Report" illustrates the types of data CDA finds questionable, even after it has passed required logic checks. For example, if an AAA has reported zero individuals at high nutritional risk in its Home Delivered Meals Program report, this will not appear as a logic error in the NAPISCare tool, enabling the AAA to approve and submit its report to CDA. However, it is questionable not to report any clients at high nutritional risk in a program designed to target such individuals. The "Questionable Data Error Report" provided by CDA will require that the AAA provide an explanation for this reported data. AAAs may find it helpful to use this document as they are conducting their initial data review for each annual report in NAPISCare.

### **SPR: AAA Data Review, Modification and Verification Process, and Due Dates**

By November 1, 2010, the CDA Data Team will provide each AAA Director the following documents for use during final review, modification and verification of SPR annual performance data:

- A copy of the data submission log that indicates when each quarterly/annual report was submitted during the Fiscal Year.
- The Logic and Questionable Data Error Report.

AAA Directors and staff will have two weeks to make any necessary corrections.

Throughout December 2010 and January 2011, CDA will review the statewide SPR to prepare for its end-of-January submission to AoA.

### **Option to Manually Enter Data**

Because some data for the SPR is not electronically submitted to CARS, each AAA will use the NAPISCare tool to enter the data for the reports listed below (some AAAs transmitted this information to CDA electronically in previous years):

- Section II-E: Other Service Profile (optional).
- Section III-B: AAA Staffing Profile.
- Section III-C: Provider Profile.
- Section III-D: Focal Points and Senior Centers Profile.
- Section IV-A: Developmental Accomplishments for Home-and-Community-Based Programs
- Section IV-B: Developmental Accomplishments for a System of Elder Rights (optional).

AAAs will also be able to enter aggregate data for non-registered services.

Attached is a document with frequently asked questions from the FY 2008-09 validation process and other helpful information. CDA encourages AAAs to reference this document when finalizing their reports in NAPISCare.

### **Annual Submission and Verification for All Other Reports**

In addition to reviewing and verifying the annual performance data for the SPR, this Annual Submission and Verification process will also apply to all other reports AAAs submit to CDA. The following Community-Based Services Program (CBSP) annual reports are due to the CDA Data Team inbox August 31, 2010:

- Alzheimer's Day Care Resource Center (Alzheimer's)
- Linkages
- Senior Companion

Brown Bag, RPOS – non-Linkages funded, California Legal Services (Title IIIB), and InfoVan require only quarterly reporting.

### **Logic Error Checks**

Throughout September and October 2010, the CDA Data Team will perform manual logic checks for all CBSP reports (i.e. Alzheimer's, Linkages, Senior Companion, Brown Bag, RPOS – non-Linkages funded), and the California Legal Services (Title IIIB) report.

### **Questionable Data Review**

The questionable data review will also apply to all CBSP reports and the California Legal Services (Title IIIB) report.

**All Other Reports: AAA Data Review, Modification and Verification Process, and Due Dates**

By November 1, 2010, the CDA Data Team will provide each AAA Director the following documents for use during final review, modification and verification of the annual performance data submitted in these reports:

- A copy of the data submission log that indicates when each quarterly/annual report was submitted throughout the Fiscal Year.
- A copy of the annual reports.
- The Logic Error Report.
- The Questionable Data Error Report.
- The Director's Verification of CBSP, Legal Services (Title IIIB), and InfoVan data.

AAA Directors and staff will have two weeks to make necessary corrections. The Director's "Verification of CBSP and California Legal Services (Title IIIB) & Infovan Reports" form and "National Aging Program Information System (NAPIS) State Program Report (SPR), California Legal Services (Title IIIB) and Community-Based Services Programs (CBSP) Data Error Report" with "Logic Error Checks" and "Questionable Data Checks" form are both due to CDA by November 30, 2010.

After finalizing report approvals for all AAAs, CDA will review the statewide CBSP reports to prepare Program Fact Sheets for submission to the State Legislature.

As always, CDA Data Team staff is available to answer any questions AAA staff may have regarding this process.



Lynn Daucher  
Director

Attachments