



**CALIFORNIA
DEPARTMENT OF AGING (CDA)**



ACL #15-06

FAX Cover

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

FROM: CBAS Branch

DATE: June 12, 2015

SUBJECT: Participant Characteristics Report (PCR) for June 2015

This email is being sent to provide CBAS providers with updates on the most recent PCR submission for December 2014 and to provide reminders and resources for submitting the PCR for June 2015.

For More Information:

Access the CDA CBAS website at:

www.aging.ca.gov/ProgramsProviders/ADHC-CBAS/Default.asp

Contact CDA at:

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

Number of pages (including this page) 3

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**ACL #15-06**

Date: June 12, 2015

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

From: CBAS Branch

Subject: Participant Characteristics Report for June 2015

Purpose

The purpose of this letter is to provide:

1. Updates regarding the most recent Participant Characteristics Report (PCR) (CDA CBAS 293) submitted by CBAS providers for the December 2014 reporting period.
2. Resources for the submission of an accurate PCR.
3. Reminders regarding the requirements for submitting the upcoming PCR in July 2015.

**December
2014
PCR Status****Review Process and Challenges**

Earlier this month, the California Department of Aging (CDA) staff concluded their review of PCRs submitted for December 2014 participants. This was the first time CBAS providers were required to send participant-level reports, and it posed several challenges as described below.

- Late Reports: Providers submitted reports past the January 31, 2015, deadline, and many required several follow-up calls and emails by CDA staff.
- Incorrect Forms: Providers submitted reports on old and modified forms instead of the PCR (CDA CBAS 293).
- Secure Transmission: Many providers had difficulty using the secure email process and submitted their report via non-secured email.
- Incomplete and Incorrect Reports: Providers submitted reports with blank fields and errors. An overwhelming majority of reports required a second or even third resubmission due to failure to report based on CDA provided instructions, conflicting totals, and incomplete fields.

Throughout the review process, CDA staff contacted each center to review their report and to discuss, correct, or resolve issues with questionable data. During the center calls, many providers expressed confusion regarding which data to include in certain fields of the report and a lack of understanding regarding definitions in the report instructions. Based on the informative exchanges between CDA and CBAS center staff, we anticipate that the next report submission will go more smoothly.

Statewide Totals

CDA is currently in the process of aggregating the December 2014 PCRs and will post statewide totals on our website [Dashboard](#) soon.

Next Steps

In order to ensure a smooth submission process for the June 2015 PCR reporting period, CDA asks that you do the following:

- Complete the attached electronic survey that identifies a current PCR contact at each center.

Click [here](#) or go to <https://www.surveymonkey.com/s/8D8WKSL> to complete this brief **mandatory survey** by Friday, June 20, 2015.

- Review the checklist of items designed to assist you prior to each PCR submission on the CDA website [here](#).
- Review the step-by-step overview of how to open and submit a secure email on the CDA website [here](#). *Be sure to review this document in order to avoid sending protected health information through a non-secured transmission. Failure to follow Health Insurance Portability and Accountability Act (HIPAA) rules may result in financial penalties.*

Upcoming July 2015 PCR Submission

The next PCR for the enrollment period of June 1 – 30, 2015, is due to CDA by July 31, 2015. The PCR should not include any participants enrolled after June 30, 2015.

Please remember, this report is mandatory.

Submission Method

CDA will send a secure email to your designated contact by July 3, 2015. Your center contact must submit the PCR in an Excel format through the secure email sent by CDA to cbascda@aging.ca.gov.

Questions

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