

Frequently Asked Questions (FAQ)

Q. The CDA 1022 Logic Error check is not included in the example. Will CDA check the CDA 1022 reporting in the FY 2014/15 Annual Error Report?

A. No. CDA will not review CDA 1022 (California Legal Services Quarterly Aggregate Report) in the FY 2014/15 Annual Error Report. CDA reviewed the AAA legal services reports throughout the year and worked with the AAAs to make revisions, when necessary. A CDA 1022 report review may be re-instituted in FY 2015/16; however, CDA will notify all AAAs if this change occurs.

Q. What programs are counted in Section 1A and Section 1B?

A. In the NAPISCare Module, Section 1A "Elderly Client Counts" includes Title IIIB clients, Title IIIC clients, Title IIID clients, and Title VII Elder Abuse Prevention clients. Section 1B "General Client Characteristics-Registered Services" includes Title IIIB clients and Title IIIC clients. Title IIIE clients are not counted in Section 1A or Section 1B.

Q. Will we need to provide an explanation if the Nutrition Risk percentage is higher than the national average?

A. No. You will not need to provide an explanation if the number of clients served at high nutrition risk exceeds the national averages of 65% for Home-Delivered Meals and 21% for Congregate Meals. An explanation is only required if your percentage of clients at high nutrition risk falls below the national average(s).

Q. Can the PowerPoint Slides be printed today, or will they be posted at a later date?

A. If you were unable to access the PowerPoint slides during the training, you will find them posted on the CDA website.

Q. We continue to have [missing demographic data] rates that are higher than you outlined regarding seniors that refuse to register for services but continue to participate in congregate meals. Many have learned over time that they do NOT need to fully register and they WILL NOT provide more than their name and birth date.

A. You must verify the client is eligible for the service. If you have verified eligibility and have the client's date of birth, you may register the client and select

California Department of Aging
Annual Data Validation & NAPISCare Training
July 21, 2015 & July 23, 2015

“Declined to State” for all of the data elements. CARS (California Aging Reporting System) will also require a zip code. If the client does not provide a zip code, you may enter “00000.” This is an acceptable way of registering a client who declines to provide any information. This method also minimizes your “Missing” data.

Q. In regards to missing ADL and IADL information, sometimes I come across a client who received registered services a few years past, but never had an assessment. These people are now receiving I+A [Information and Assistance] and are showing up on my missing data report because of the missing assessment. In this situation, is an assessment really required? Should we be logging these units as aggregate even though we have the client information? Thank you.

A. Information and Assistance is a non-registered service; therefore, assessments are not required for these clients. Even though you may have assessment data, you should not report the client-level data for this service. Report the service units in the aggregate only.

Also, CDA only looks at demographic data for registered services. Your non-registered services will have high rates (100 percent) of missing data because client-level data is not required for non-registered services.

Q. Is NAPISCare a Harmony system?

A. No. NAPISCare is a module in the CARS system. All annual data reporting discussed in the webinar pertains to the NAPISCare Module in CARS.

Q. We enter non-registered service aggregate data directly into the NAPISCare Module because there is a problem in the upload process and our data does not fully populate in the NAPISCare Module. How do we address this issue?

A. Enter your data manually in the NAPISCare Module. When CDA asks about the discrepancy between your Q4 data submission and your NAPIS data in the Annual Error Report, explain the problem with the upload process. This explanation should be sufficient.

Q. Please explain how to enter the expenditures in Section II of the NAPIS reports.

A. For every service category with data, you must enter a “1” in the Total Expenditures and a “1” in the Title III Expenditures column. When you have finished entering the expenditure (“1”) data, click on the “Calculate Total” button

California Department of Aging
Annual Data Validation & NAPISCare Training
July 21, 2015 & July 23, 2015

at the bottom of the page to sum the data. Please see the diagram below. (Refer to CARS NAPISCare Instructions Guide for detailed instructions.)

The “1” serves as a placeholder for your fiscal expenditures. You do not need to enter your actual fiscal expenditures. Statewide expenditures are required for the State Program Report to the Administration for Community Living. CDA will enter the statewide expenditures based on your fiscal closeout reports.

Continued on next page

California Department of Aging
Annual Data Validation & NAPISCare Training
July 21, 2015 & July 23, 2015

OAA Title III Expenditures (\$) by Part Show Section A							
For Selected Services	Title III Expenditure	Total Service Expenditure	Program Income Received	B	C1	C2	D
Cluster 1: Registered Services - Requiring Detailed Client Profile							
1. Personal Care	0	0	0	0			
2. Homemaker	0	0	0	0			
3. Chore	0	0	0	0			
4. Home Delivered Meals	1	1	0			0	
4a. NSIP Home Delivered Meals*							
5. Adult Day Care/Health	1	1	0	0			
6. Case Management	1	1	0	0			
For Selected Services	Title III Expenditure	Total Service Expenditure	Program Income Received	B	C1	C2	D
Cluster 2: Registered Services - Requiring Summary Client Profile							
7. Assisted Transportation	1	1	0	0			
8. Congregate Meals	1	1	0		0		
8a. NSIP Congregate Meals*							
9. Nutrition Counseling	0	0	0	0	0	0	0
For Selected Services	Title III Expenditure	Total Service Expenditure	Program Income Received	B	C1	C2	D
Cluster 3: Non-Registered Services – No Client Profile Required							
10. Transportation	1	1	0	0			
11. Legal Assistance	1	1	0	0			
12. Nutrition Education	1	1	0	0	0	0	0
13. Information and Assistance	1	1	0	0			
14. Outreach	1	1	0	0			
15. Other Services	0	0	0	0			0
16. Health Promotion	1	1	0	0	0	0	0
17. Cash & Counseling	0	0	0	0	0	0	0
Total (Unduplicated)	11	11	0	0	0	0	0

Enter "1" for expenditures where performance data is reported.

Continued on next page

California Department of Aging
Annual Data Validation & NAPISCare Training
July 21, 2015 & July 23, 2015

For additional assistance, please contact your CDA Data Analyst:

PSAs 2, 3, 5, 12, 14, 18, 20, 22, 25, 26, 33 Xochi Prock Xochi.Prock@aging.ca.gov (916) 928-2295	PSAs 1, 4, 7, 11, 16, 17, 23, 28, 29, 30, 32 Janet Runyan Janet.Runyan@aging.ca.gov (916) 928-2723	PSAs 6, 8, 9, 10, 13, 15, 19, 21, 24, 27, 31 Melissa Teuscher Melissa.Teuscher@aging.ca.gov (916) 928-2266
--	---	---