

## DEPARTMENT OF AGING

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# PROGRAM MEMO

TO: <b>Area Agencies on Aging Directors</b>	NO.: <b>PM 08-06 (P)</b>
SUBJECT: California Department of Aging's New Program Reporting Forms: Brown Bag (CDA 5, 01/08); Brown Bag Model Intake (CDA 1029, 01/08); Respite Purchase of Service (CDA 261, 01/08); and InfoVan (CDA 1028, 02/08)	DATE ISSUED: February 21, 2008
REVISED	EXPIRES: July 1, 2010
REFERENCES: PM 00-14 (P)	SUPERSEDES:
PROGRAMS AFFECTED: <input type="checkbox"/> All <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III-C1/C2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-F <input type="checkbox"/> Title V <input checked="" type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input type="checkbox"/> Title VII    HICAP <input type="checkbox"/> <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: <u>Revision of CBSP Reporting Forms</u>	
INQUIRIES SHOULD BE DIRECTED TO: Tim Henry, Data Team (916) 928-5859; <a href="mailto:thenry@aging.ca.gov">thenry@aging.ca.gov</a> ; or your assigned analyst	

This Program Memo (PM) is to notify Area Agencies on Aging (AAA) of the issuance of new paper reporting forms for Community-Based Services Programs: Brown Bag Reporting Form (CDA 5), Brown Bag Intake Form (CDA 1029), and Respite Purchase of Service [(RPOS) CDA 261]; and a new paper reporting form for InfoVan services (CDA 1028). See attached forms.

AAAs and service providers may use the new forms at any time. The previous forms will be removed from the web site and must not be used after July 1, 2008. After the start of the new State Fiscal Year 2008/2009, the California Department of Aging (CDA) will only accept these updated versions.

In addition, this PM transmits new reporting procedures for these programs. Effective July 1, 2008, these reporting forms are to be submitted on a quarterly basis. After July 1, 2008, CDA will no longer accept any monthly reporting forms batched quarterly. These changes do NOT affect submission of electronic files submitted to CDA. These documents can also be obtained on CDA's web site ([www.aging.ca.gov](http://www.aging.ca.gov)). To access these materials, select the "AAA" tab, the "Reporting" link, and "Reporting Instructions."

## Background

Changes to the Brown Bag Program reporting forms are based on suggestions from AAAs. The changes include a new model intake form that matches the report categories. The Food Distribution List has been eliminated. CDA will adjust the value of food distributed annually. This value has been removed from the form. The upgrades to participant ethnicity and race data

conform to the current standards of the Census, Common Dataset, and State law (Government Code, Section 8310.5).

RPOS changes eliminate two sections that are no longer relevant (Part 1, Registry and Part 3, RPOS - Linkages Funded). Removing these two sections simplifies the report and reduces reporting errors.

The addition of InfoVan reporting accommodates the California Association of Area Agencies on Aging's request for these official performance data.

### **Management Information System Automation**

CDA recognizes that some AAAs and service providers may need to invest in automated management information system changes to accommodate the new reporting formats. The period between this notice and the implementation of the new forms on July 1, 2008, is intended to allow time for making these changes. AAAs may use One-Time-Only Title III B funds for costs associated with changes to automated systems costs and Title III B baseline funds for ongoing systems maintenance.

CDA appreciates AAAs' and program providers' cooperation.



Lynn Daucher  
Director

Attachments