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PROGRAM MEMO

CDA 1014 (Rev. 04/11)

TO: Area Agency on Aging Directors	NO.: PM 11-15(P)
SUBJECT: Annual Performance Data Validation Process for FY 2010-11	DATE ISSUED: August 25, 2011
REVISED	EXPIRES: June 30, 2012
REFERENCES:	SUPERSEDES: PM 10-17 (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 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: Revised process for annual Title III and VII B performance data validation.	

Purpose This Program Memo (PM) outlines the revised California Department of Aging (CDA) annual performance data validation process.

This revised process applies to FY 2010-11 Title III and VII B data as reported in

- California Aging Reporting System (CARS) National Aging Program Information System (NAPIS) State Program Report (SPR), and
- California Legal Services (Title III B) Report (CDA 1022).

Deadlines The table below reflects the annual performance data validation timetable.

Due Date	Responsibility	Action
7/29/11	AAA	4th Quarter File Upload in CARS to be reviewed, modified, and approved in CARS File Upload Manager.
9/2011	CDA	NAPIS SPR Training for AAA Staff to give annual training performance data validation instructions. Details will be forthcoming.
9/30/11 (unless extended by CDA)	AAA	NAPIS SPR Approval in CARS to validate all Title III and VII B FY 2010-11 performance data, which reflects the number of service units provided and the number of clients reached. See Submission, Approval, and Logic Check Process section of this PM.

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Deadlines
 (continued)

Due Date	Responsibility	Action
11/1/11	CDA	<p>Validation Documentation to AAA Directors to provide the performance data with fiscal closeout information analysis.</p> <p>The reports will include:</p> <ul style="list-style-type: none"> • Fiscal Year data submission log that indicates submission dates for each quarterly/annual report. • Title III and VII B Performance Analysis. • Final Annual Data reports. • Annual Data Error Report. • Director's Verification of CDA 1022 data.
2 weeks after forms are received by AAA	AAA	<p>Submit Completed Annual Data Error Report and AAA Director Validation Form to CDA to finish the validation process. AAA Director and staff will have two weeks from the date of the CDA notice to make any necessary corrections and to submit their verification.</p>
1/31/12	CDA	<p>NAPIS SPR Submission to U.S. Administration on Aging (AoA) to be submitted to U.S. Congress. Throughout December 2011 and January 2012, CDA will review and prepare the statewide NAPIS SPR for submission by January 31st.</p>
3/1/12	CDA	<p>Legislative Fact Sheets & Program Narratives to be posted on CDA's Website reflecting performance and expenditures in all CDA administered programs.</p>

Continued on next page

NAPIS SPR in CARS

Submission, Approval, and Logic Check Process

The following steps describe the AAA's process for submitting, approving, and correcting the annual FY 2010-11 NAPIS SPR data for Title III and VII B services in CARS.

Step	Action
1	<p>AAA to submit and approve the fourth quarter submission in CARS. CARS will process approved data and populate it into the NAPISCare Module (NAPIS SPR data).</p> <p>Caution: Annual data will not populate in NAPISCare if the AAA staff does not approve the fourth quarter submission, including manually entered non-registered data.</p>
2	<p>AAA to review all NAPISCare sections for accuracy and complete the sections that require manual data entry. Further instructions are below.</p>
3	<p>AAA to approve each section of the NAPIS SPR in CARS NAPISCare by clicking the "Save as Final and Validate" option, regardless or whether a particular service was provided, even if a report contains "0s".</p> <p>Note: Only sections IV A and IV B will remain in draft format even after they have been finalized.</p>
4	<p>CARS will run logic checks to ensure all the numbers meet AoA validation requirements (e.g., number/sum must be equal to, greater than or equal to, less than or equal to). Errors will be displayed. If an error occurs, make corrections, and go to step 2.</p>
5	<p>CDA will perform manual logic checks and report findings in the Annual Data Error Report, Logic Error Checks section. Errors must be corrected.</p>
6	<p>If the AAA is directed by CDA to make a change after a report is validated and finalized, or if a AAA notices an error that requires correction, AAA staff may unlock and revalidate a report.</p>
7	<p>CDA may modify and approve the reports if the AAA has not validated the required sections by the appropriate due date, tentatively set as September 30, 2011.</p>

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NAPIS SPR in CARS, Continued

Reporting Expenditure Data in Section II A-D

For all fields in Section II, subsections A-D, where performance data is reported, enter a value of "1" for the corresponding fiscal expenditure. This is a temporary measure until the CARS Fiscal Module is mapped with NAPISCare.

CDA will verify this information to ensure expenditures have been reported in the appropriate service categories of the AAA Area Plan fiscal closeout. In the event of errors, CDA will inform the AAA in the "Logic Error Checks" portion of the Annual Data Error Report.

Reporting Health Promotion in Section II A

New for FY 2010-11 is reporting the estimated "unduplicated persons served" field for Health Promotion, service category 16. If the system does not automatically populate this field, enter a value of "1" as a place holder. This estimated number will be required to be reported in FY 2011-12.

Note: Reporting Health Promotion service units is still required to in the File Upload but will not be reported in the NAPIS SPR to AoA.

Reporting "Other" Services in Section II E

Also, new for FY 2010-11 is reporting service units and estimated unduplicated persons served for all Title III B-C-D and VII B "other" service categories. If the system does not automatically populate the "estimated unduplicated persons served" fields, enter a value of "1" as a place holder. Reporting this estimated number will be required in FY 2011-12.

Required Manual Entry

Manually enter data into the following NAPISCare Module sections:

- 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 (optional)
 - Section IV B: Developmental Accomplishments for a System of Elder Rights (optional)
 - Sections II A-C, E: non-registered services if data is not automatically uploaded or entered in the CARS File Upload Manager Module
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California Legal Services Report (CDA 1022)

Approval and Logic Check Process

The following steps describe the process for approving and correcting the annual FY 2010-11 CDA 1022.

Step	Action
1	CDA will compile the annual aggregate CDA 1022 based on AAA quarterly submissions. There is no separate annual reporting submission.
2	CDA will perform manual logic checks and will notify each AAA of errors in the Annual Data Error Report, Logic Error Checks section.
3	AAA must correct all errors on the Annual Data Error Report and notate these correction(s) on the Verification Form.

Questionable Data Checks

Process

CDA performs questionable data checks on all submitted data. The Questionable Data Check process consists of reviewing missing data, reviewing extreme quarterly or annual data fluctuations, and adherence to statutory requirements to ensure the AAA is targeting the appropriate population for services. Data may pass the logic checks, but may not pass the questionable data checks.

CDA will notify the AAA of any findings on the Annual Data Error Report, Questionable Data Review section. AAA must provide a correction or an explanation where CDA has identified questionable data errors.

Additional Resources/ Training

In reviewing your data these additional resources will be helpful:

- CDA annual data validation process training in September 2011.
 - Copy of the NAPIS SPR at http://cda.ca.gov/aaa/guidance/NAPIS_SPR_Form.pdf.
 - FY 2009-10 [Minutes and Questions from CARS Webinar \(9-8-2010\)](#) at CDA's AAA Data Reporting webpage.
 - Your FY 2009-10 NAPIS SPR report.
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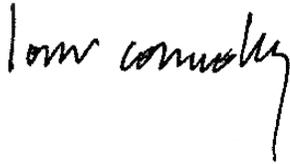
Questions

CDA Data Team staff is available to answer any questions you may have regarding this process. Our contact information is listed below:

PSA	CDA Analyst	Contact Information
1-5, 23-33	Mame Polito	(916) 928-2296, e-mail mpolito@aging.ca.gov
6-22	Lilit Tovmasian	(916) 928-2295, e-mail ltovmasian@aging.ca.gov

Attachments

- Annual Data Error Report
- Annual Verification Form



Lora Connolly
Acting Director