Department of ELDER AFFAIRS
STATE OF FLORIDA

Ron DeSantis
Governor

Richard Prudom
Secretary

MEMORANDUM

TO: **Executive Director, Area Agency on Aging**

            NOTICE#: 102919-1-I-PE

FROM: **Richard Prudom, Secretary**

DATE: **October 29, 2019**

SUBJECT: **Notice of Instruction: NAPIS Reporting FFY 2018-19**

The Department of Elder Affairs (DOEA) is required by the U.S. Administration for Community Living (ACL) to submit an annual National Aging Program Information System (NAPIS) State Program Report. The purpose of this Notice is to provide instruction on the information AAAs need to submit to the Department and to explain changes from last year.

The deadline for your data submittal this year is January 6, 2020. For AAAs who wish to discuss changes or discrepancies, the Department will accept early submittals during a draft review period and provide technical assistance from November 18-26, 2019. This is to assist regions with new staff or multiple areas of discrepancies from the previous year and to ensure completion by the deadline.

Attached are two files to assist with the completion of the NAPIS Report for your area: an Excel file that contains 13 tabs, portions of each require your input regarding the period October 1, 2018, through September 30, 2019 (NAPIS 2018_PSA#.xlsx), and a file from ACL that contains definitions (FFY18 SPR Definitions.pdf).

Ensure CIRTS Data Accuracy: It is critical that the data in CIRTS be finalized and accurate as of November 20, 2019, when the Department will begin pulling final client data for the NAPIS Report. Reports are provided for Sections I.A, II.A, II.B, II.C, and III.D online on the Reports page in DOEA CIRTS Applications at the following link: https://fmw.state.fl.us:8890/jsprpt/napis/napis.html. A single sign-on ID and password, in addition to specific rights, are needed to view these reports in CIRTS. If you require access that you do not currently have, please contact your LAN Administrator. These reports are provided to you so that AAAs will know what data the Department will be pulling from the CIRTS and FMMIS (Florida Medicaid Management Information System) databases for NAPIS reporting. If the data in the online reports are not correct based on your records, begin by checking the unit rate and service units in CIRTS for possible errors. If discrepancies remain, please notify the Department immediately.

Important Reminders

1. The fields requiring your input in the Excel file are colored green. If a cell is grayed out and not green, the data are either not needed or will be reported by DOEA using the CIRTS and FMMIS databases. **Do not leave a required cell blank**. Enter "0" if there are no data to report.

2. Where appropriate, additional information about the required data elements is included on each worksheet as comments (indicated by a little red triangle in the upper right-hand corner of the cell).Comments can be hidden/shown by selecting "Show/Hide Comment" or "Show All Comments" from the Review menu in Excel.

3. Self-check formulas are included in Sections I.E, I.F, and II.E. Once you fill in all of the green cells, the self-check formulas will show either "OK" or "Error." Worksheets with "Error" showing in any cells should not be submitted. The self-check formulas in Sections I.E and I.F will ensure that the numbers are in agreement with those in Sections II.B and II.C, respectively.

4. In Section II.E, only include the services that were not already reported in CIRTS. (The Department will be relying on FMMIS for Medicaid waiver data and on CIRTS for most client, service, and expenditure data; so AAAs should not report any data that are already in these two systems). The directions include a list of possible services to report to improve consistency across all AAAs. Possible types of services for AAAs to report include the following: Medicare information in SHINE counseling; and unique grant-funded activities, such as Veterans Directed Home and Community-Based Services.

5. ACL requires an explanation when numbers differ from the previous year by 10% or more, whether higher or lower. To identify where such changes occurred, we have included the data submitted last year at the bottom in many of the tabs. If your totals for this year differ from those entered last year by 10% or more, please provide the reason for the change in the green comment boxes in the Excel spreadsheets. **NOTE:** unexplained changes of 10% or more will be returned for your explanation.

6. If there is any change in your prior year's report, please notify the Department when you submit your NAPIS Report.

For technical assistance or preliminary review of the datasheet or explanations, please complete the Excel file and return via email to Dr. Jeffrey Swanson-Carranza by November 18, 2019. If you have questions, contact him via email or phone at (850) 414-2056. **The final datasheet is due on or before January 6, 2020, via email submittal to Dr. Jeffrey Swanson-Carranza at CarranzaJ@elderaffairs.org and copy your contract manager.**

The Department remains committed to further automation of the NAPIS reporting. We look forward to your assistance as we continue to develop these reports to ensure accurate AAA data collection.

Thank you for your continued cooperation with Florida's annual NAPIS reporting requirement.

JSC/jt

Attachments: PSA Excel Spreadsheet, NAPIS Definitions

cc: Jeffrey Swanson Carranza, Jessica Tice, Jennifer Elmore, Ken Roberts, Shandra
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        and Gregory Ungru