

## MEMORANDUM

**TO:** Area Agencies on Aging (AAAs) **NOTICE #: 110416-1-I-PE**

**FROM:** Jeffrey S. Bragg, Secretary

**DATE:** November 4, 2016

**SUBJECT:** Notice of Instruction: NAPIS Reporting FFY 2015-2016

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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 (SPR). 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.

Attached are two files to assist with the completion of your NAPIS Report:

1. An Excel file that details the information we need from you for the period October 1, 2015, through September 30, 2016 (NAPIS 2016\_PSA#.xlsx). The Excel file contains 13 tabs, portions of which require your input.
2. A file from ACL that contains definitions (FFY16 SPR Definitions.pdf).

**Ensure CIRTIS Data Accuracy:** It is critical that the data in CIRTIS be accurate as of November 30, 2016, when the Department will begin pulling data for the NAPIS Report:

1. The Department is again making online reports available on the NAPIS Reports page on the DOEA Applications at <https://fmw.state.fl.us:8890/jsprpt/napis/napis.html>. Reports are provided for Sections I.A, II.A, II.B, II.C, and III.D so that AAAs will know which data the Department will pull from CIRTIS (Client Information Registration and Tracking Service) for NAPIS reporting. If you experience any problems with the NAPIS Reports, please contact the CIRTIS Administrator at your AAA.
2. If the data in the online reports are not correct based on your records, begin by checking the unit rate and service units in CIRTIS for possible errors. If discrepancies remain, you should notify the Department.
3. Because the Department will rely on FMMIS for Statewide Medicaid Managed Care Long-term Care (SMMC LTC) data and on CIRTIS for most client, service, and expenditure data, AAAs should **not** report any data that are already in these two systems.

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**Important Reminders**

1. The fields requiring your input in the Excel file are colored green. If a cell is grayed out and not green, then the data are either not needed or will be reported by DOE A using the CIRT S and FMMIS databases.
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 the numbers are in agreement with those in Sections II.B and II.C, respectively.
4. Do not leave a required cell blank. Enter "0" if there are no data to report.
5. ACL requires an explanation when numbers differ from the previous year by 10 percent 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 totals for this year differ from those entered last year by 10 percent or more, please provide the reason for the change in the green comment boxes in the Excel spreadsheets.**
6. In Section II.E, you should only include non-Medicaid waiver services that were not reported in CIRT S. The Department will add Medicaid waiver services and services captured in CIRT S. Possible types of services for AAAs to report include the following: Medicare information (SHINE counseling); EHEAP benefits; and unique grant-funded activities, such as VOCA.
7. If there is any change in your prior year's report, please notify the Department when you submit your NAPIS Report for this year.

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.

**On or before Tuesday, January 3, 2017, please complete the Excel file and return via email to MiYoung Lee at [Leem@elderaffairs.org](mailto:Leem@elderaffairs.org)** and send a copy to your contract manager. If you have any questions prior to that time, please contact MiYoung Lee via email.

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

Attachments: PSA Excel Spreadsheet, NAPIS Definitions

cc: Contract Managers  
MiYoung Lee  
Nancy Liu  
Mindy Sollisch  
Nathanial Myers