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*Governor*

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## MEMORANDUM

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, 2022.** Two files are attached to assist with the completion of the NAPIS Report: an Excel file that contains 13 tabs, portions of each require your input regarding the period October 1, 2020, through September 30, 2021 (NAPIS 2021\_PSA#.xlsx), and a file from ACL that contains definitions (State Program Performance Report Definitions.pdf).

**Ensure Legacy CIRTS Data Accuracy:** It is critical that the data in Legacy CIRTS be finalized and accurate as of December 7, 2021, 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 Applications, here: <https://fmw.state.fl.us:8890/jsp rpt/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 Legacy 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 Legacy 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, then the data are either not needed or will be reported by DOEA using Legacy 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 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 Legacy CIRTS. (The Department will be relying on FMMIS for Medicaid waiver data and Legacy 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; EHEAP benefits; 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 percent or more, whether higher or lower. To identify where such changes occurred, we have included the data submitted last year at the bottom of many of the tabs. If your 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. 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 through email to Bridget McKay at [mckayb@elderaffairs.org](mailto:mckayb@elderaffairs.org) by December 3, 2021. If you have questions, contact her via email or phone at (850) 414-2095. **The final datasheet is due on or before January 6, 2022, via email submittal to Bridget McKay at [mckayb@elderaffairs.org](mailto:mckayb@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.

Attachments: PSA Excel Spreadsheet, NAPIS Definitions

Cc: Ginnifer Barber, Shandra McGlohon, Dr. Karen Pickles, Catherine McGrath, Evan Barksdale, Kira Houge, OAA Contract Managers