MEMORANDUM

TO: Area Agency on Aging Executive Directors

                                         NOTICE # 021213-1-I-CFAL

FROM: Charles T. Corley, Secretary

DATE: February 12, 2013

SUBJECT: **Notice of Instruction: Data Entry for OA3D program using the NCOAforce Database for Chronic Disease Self-Management Educational (CDSME) programs**

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The purpose of this Notice is to inform you of the changes to the National Council on Aging's NCOAforce Database for the Chronic Disease Self-Management Educational (CDSME) programs which is a requirement of the OA3D contract. This includes the Arthritis Self-Management Program, Living Healthy (Chronic Disease Self-Management Programs (CDSMP)), Tomando Control de su Salud, Diabetes Self-Management Programs, Programa de Manejo Personal de la Diabetes, and any other Standford University evidence-based interventions.

The National Council on Aging has summarized these changes below:

In January 2013, the Center for Healthy Aging deployed multiple enhancements and modifications to the CDSME National Database. These enhancements include additional data elements, expanded reporting, and new user types. The homepage of the database was updated with a variety of appealing visuals and "quick links" to sections of the database that users navigate to most frequently, such as the data entry and standard reports screens. Workshop and participant data elements were updated to reflect proposed modifications to Administration on Aging's grantee data collection forms, including disability status, caregiver status, and educational attainment.

A major change to the architecture of the database was undertaken as it pertains to expanded reporting. The updated version of the database allows users to filter the standard reports by host organization and/or county, with a comparison column displaying data for that particular state and the nation. In addition, users can now

modify the report parameters by any calendar date. The prior version of the database restricted the time parameters to calendar quarters.

Finally, database user types were also slightly amended. There are now two types of users – a state user and a host organization user. Individuals who have access as state users can enter and view data for their entire state and can also filter the canned reports by all host organizations and counties within their state. There are no access restrictions for this user type. Individuals who have access as host organization users can enter and view data for only their particular host organization. This user type does not have access to filter the canned reports by any other host organization or county other than their own.

One of the major changes that is necessary in the data entry is to make sure the "funding source" is correct. If OA3D funds are being used for the evidence-based workshops, then "AoA, Title III D" must be selected.

The National Council on Aging has a webinar available for individuals to review this information on their website at http://vimeo.com/57602474. If you are not able to view this webinar using the link, individuals who have user accounts can also view the webinar using their log in accounts. Simply click on the training webinar link towards the bottom of the page.

For more additional clarification, please contact Michele Mulé, of my staff, at (850) 414-2307 or mulem@elderaffairs.org.