

## MEMORANDUM

**TO:** Area Agencies on Aging (AAAs) **NOTICE #:** **111618-1-I-PE**

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

**DATE:** November 16, 2018

**SUBJECT:** Notice of Instruction: NAPIS Reporting FFY 2017-2018

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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 DOEA and identify 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, 2017, through September 30, 2018 (NAPIS 2018\_PSA#.xlsx). The Excel file contains 13 tabs, portions of which require your input.
2. A file from ACL that contains definitions (NAPIS Definitions FFY18.pdf).

### Ensure CIRTS Data Accuracy

It is critical that your PSA's data in the Client Information Registration and Tracking System (CIRTS) be accurate as of November 30, 2018, when DOEA will begin pulling data for the NAPIS Report. In order to ensure data accuracy, online CIRTS reports, including the NAPIS Reports linked from the DOEA Applications site at <https://fmw.state.fl.us:8890/jsp rpt/napis/napis.html>, should be reviewed.

### What to Report in the Excel File

Because DOEA will rely on CIRTS and FMMIS for most client, service, and expenditure data, AAAs should **not** report any data in the Excel file that are accurately recorded in either of these two systems. Cells in the Excel files have been greyed out if the data is available in CIRTS or not relevant to the aging network.

## **What Is Different This Year**

We made the cells green in Sections II.B and II.C that capture data for Title IIIE units of service, number of caregivers served, and expenditures for Respite, Supplemental, and Information Services. If these data are accurately reported in CIRTS, you may want to copy the amounts shown on the NAPIS reports. DOEA is requesting these data from you to ensure the amounts agree with the data collected in Sections I.E and I.F.

## **Important Reminders**

1. 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.
2. 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.
3. Do not leave a required cell blank. Enter “0” if there are no data to report.
4. 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.
5. In Section II.E, you should only include services that were not reported in CIRTS. Possible types of services for AAAs to report include Medicare information (SHINE counseling), and unique grant-funded activities, such as VOCA.
6. If there is any change in your prior year’s report, please notify DOEA when you submit your NAPIS Excel file for this year.

**On or before Thursday, January 3, 2019, 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