



RICK SCOTT
GOVERNOR

MEMORANDUM

TO: Area Agency on Aging Executive Directors

NOTICE #: 112311-1-I-PE

FROM: Charles T. Corley, Secretary

DATE: November 22, 2011

SUBJECT: Notice of Instruction: NAPIS Reporting FFY 2010-11

CHARLES T. CORLEY
SECRETARY

The Department of Elder Affairs is required by the Administration of Aging (AoA) to annually submit a National Aging Program Information System (NAPIS) State Program Report. The purpose of this notice is to provide instruction to the Area Agencies on Aging (AAAs) on the information needed and to explain changes from last year.

Attached please find two files:

1. An Excel file that details the information we need from you for the period October 1, 2010 through September 30, 2011 (NAPIS 2011_PSA_X.xlsx). The Excel file contains 13 tabs, portions of which require your input.
2. A file containing definitions (NAPIS Definitions.pdf).

Important Reminders

1. The fields requiring your input in the Excel file have been colored green.
2. Information about the data elements needed has been included on each tab 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 Section I.A, Section I.E, and Section I.F. Once you fill in all green cells, the self-check formulas will show either "OK" or "Error." Spreadsheets with "Error" showing in any cells should not be submitted. A self-check formula was added to the bottom of the table in Sections I.E and I.F to ensure the numbers are in agreement with those in Section II.B and II.C, respectively.

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4. AoA requires an explanation when numbers differ from the previous year by 10 percent or more. To identify where such changes occurred, we have included the data submitted last year at the bottom in each tab. If your totals for this year differ from those entered last year by 10 percent or more, please provide a brief reason for the change in the comment boxes in the Excel spreadsheets.
5. Section I.A should include clients served by all programs but should not include caregivers.

New This Year

1. Section I.E should include caregiver characteristics for **OAA Title IIIIE only**.
2. Section II.A excludes OAA Title IIIIE services and Section II.B should only include OAA Title IIIIE services.
3. In Section I.F, AoA is requesting the number of disabled adults age 19 - 59 being cared for by elders. Please provide this information if available.
4. In Section II.A, AoA has added two rows, 16-Health Promotion and 17-Cash & Counseling. All OAA Title IIID services should be included in the 16-Health Promotion row. All consumer-directed care services should be included in the 17-Cash & Counseling row. Medicaid Waiver CDC program data has been added to the online NAPIS report. If you operate a local (non Medicaid Waiver) CDC program, you will need to add these clients and units to the total numbers posted on the online NAPIS report (see below). For more information about these categories, see the attached NAPIS definition file.
5. Section II.E is now required by AoA; it is no longer optional.
6. AAAs do not need to provide the number of people who received registered services in Section I.A. The Department will use CIRTIS and Medicaid Waiver paid claims to populate this cell.

NAPIS Reports Are Available to Assist You

The Department has made reports available that provide a large portion of the client count and service unit information you will need to complete the Excel spreadsheet. You should only need to add to these totals those services and clients not enrolled in a Medicaid Waiver and not captured in CIRTIS.

The reports are available on the NAPIS Reports page which is available on the DOEA Intranet at <https://199.250.26.79/reports/mw/napis.html>. Reports are available for Section I.A, II.A, II.B, II.C and III.D. Data for these reports are pulled from CIRTIS and the Florida Medicaid Management Information System. The reports will be updated every 20 minutes to reflect changes in CIRTIS.

A Single-Sign On ID and password, in addition to specific rights, are needed to view these reports. DOEA has attempted to provide the correct staff with access. Please contact Qian

Chen via email (Chenq@elderaffairs.org) or via phone at 850-414-2022 if you require access you do not currently have.

Changes to NAPIS Reports

This year, Medicaid Waiver data has been added to Section I.A unregistered services client count. In the Section II.A report, CDC data has been added to row 17-Cash & Counseling and all 15-minute units (applicable for some Medicaid Waiver services) were converted to hours to match the unit of measure in CIRTS. The reports have also been reformatted for easier reading.

Section III.D Profile of Community Focal Points and Senior Centers now displays data from the CIRTS provider database table.

We hope these reports will make completing the NAPIS spreadsheets easier this year. The Department remains committed to making this process more automated in the future. Your assistance is necessary in the coming months as we continue to develop these reports to ensure accurate AAA data collection.

Please complete the Excel file and return via email to MiYoung Lee at Leem@elderaffairs.org on or before January 1, 2012. If you have any questions prior to that time, please contact MiYoung Lee via email. Thank you for your continued cooperation with the NAPIS Reporting.

Attachments