Department of
ELDER AFFAIRS
STATE OF FLORIDA

Rick Scott
Governor

Jeffrey S. Bragg
Secretary

MEMORANDUM

TO: Area Agencies on Aging (AAAs)   **NOTICE #: 112017-1-I-PE**

FROM: Jeffrey S. Bragg, Secretary

DATE: November 17, 2017

SUBJECT: Notice of Instruction: NAPIS Reporting FFY 2016-2017

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 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, 2016, through September 30, 2017 (NAPIS 2017_PSA#.xlsx). The Excel file contains 13 tabs, portions of which require your input.
2. A file from ACL that contains definitions (NAPIS Definitions FFY17.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 <u>December 6, 2017</u>, when the Department 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/jsprpt/napis/napis.html, should be reviewed. The NAPIS online reports for Section II.B and II.C are being modified to include expenditures. You will be notified when the revised reports are ready.

What to Report in the Excel File
Because the Department 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

1. We will use data in CIRTS to determine Title IIID expenditures. Therefore, cell G33 on Tab II.A will no longer be green. We continue to need you to provide the other fields on row 16. If you do not think the number of units and unit rate in CIRTS for IIID services provided in your PSA can be accurately reported in CIRTS, please contact Miyoung Lee about providing this information in the Excel file.

2. We will use data in CIRTS to determine Title IIIE units of service, number of caregivers served, and expenditures for Respite, Supplemental, and Information services in Tabs II.B and II.C. If you do not think the number of units and clients and/or the unit rate in CIRTS for these IIIE services can be accurately reported in CIRTS for your PSA, please contact Miyoung Lee about providing this information in the Excel file.

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 non-Medicaid waiver services that were not reported in CIRTS. The Department will add Medicaid waiver services and services captured in CIRTS, including EHEAP. 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 the Department when you submit your NAPIS Report for this year.

On or before Tuesday, January 3, 2018, please complete the Excel file and return via email to MiYoung Lee at 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