



MEMO

JEB BUSH
GOVERNOR

TO: AAA Directors **NOTICE: 071803-1-I-PE**

FROM: Susan Tucker
Deputy Secretary

DATE: July 16, 2003

SUBJECT: Notice of Instruction: Title IIIIE Reporting Requirements

TERRY F. WHITE
SECRETARY

The purpose of this memorandum is to inform you of the draft revised reporting guidelines for Titles III and VII of the Older Americans Act issued by the Administration on Aging. Among other factors influencing the revision to the guidelines is the “need to develop more permanent information requirements for the National Family Caregiver Support Program.”

The document of reporting requirements for Title III and VII (attached) provides a section-by-section summary of the requirements for the State Program Performance Report (SPR). At this time, we are most affected by the requirements specific to Title IIIIE. Since the implementation of the Title IIIIE Program, AAAs have collected and reported caregiver data to varying degrees. These revised guidelines will make data collection more uniform and should help to make the data reported more meaningful.

To facilitate data reporting, the department proposes expanded use of the Assessment Form, 701B for reporting Title IIIIE screening and assessment, respite and supplemental services for an older individual (age 60+) being provided care and the caregiver. Additionally, the attached draft form is presented for your review and comment for data collection and reporting of other Title IIIIE services (information, assistance, counseling, training and education). The form is to be completed by the caregiver and data entry will be the responsibility of the AAA.

Please review the draft and provide your comments no later than Friday, July 25, 2003. If you have any questions, please contact your OMC Manager.

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