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MEMORANDUM

TO: AAA Executive Directors **NOTICE#:** 061104-4-T-OVCS

FROM: Terry White
Secretary

DATE: December 21, 2011

SUBJECT: Notice of Transmittal: Revised Report Format for the State Program Report (SPR)

The purpose of this memorandum is to inform each Area Agency on Aging of the revised report format for the State Program Report (SPR) component of the National Aging Program Information System (NAPIS). This revised SPR will become effective with the start of federal fiscal year 2005. The format is included for your review.

The Administration on Aging (AoA) developed this first major revision of the SPR form due to: 1) the need to develop permanent information requirements for the National Family Caregiver Support Program (NFCSP, Title III-E of the OAA) which would be comparable to the requirements to the rest of Title III; 2) the need to comply with revised OMB standards for gathering information regarding race and ethnicity; and 3) the need to reduce the burden of the SPR/NAPIS requirements on States, area agencies and service providers. The SPR revision process included consultation with a joint AoA/State Agency/Area Agency/service provider team as well as circulation to the Aging Network for comment. The approved version incorporates much of the input received from the network. It greatly reduces the number of client detail tables required and keeps the NFCSP requirements to a minimum consistent with the needs of program oversight and performance reporting.

DOEA will be forming a small workgroup to review these new requirements and implement the revised reporting process with the AAA's prior to the October start date of data collection. We are exploring the possibility of developing a new form for collecting III-E data for services to groups, such as training, and including MIS in the efforts so that CIRTS will be able to capture service data as well.

If you have questions or need assistance, please call Ken McLeod at (850) 414-2307. Thank you very much for your assistance and support.

TW/km

Attachment