



MEMORANDUM

NOTICE #: 121108-1-I-PE

TO: Area Agency on Aging Executive Directors
FROM: E. Douglas Beach
Secretary
DATE: December 11, 2008
SUBJECT: Notice of Instruction: NAPIS Reporting FFY 2008

The Department of Elder Affairs is required by the Administration of Aging (AoA) to submit an annual National Aging Program Information System (NAPIS) State Program Report. A portion of the data required is not available at the state level and therefore is needed by each Area Agency on Aging.

Attached please find an Excel file that details the information we need from you for the period October 1, 2007 through September 30, 2008. The Excel file contains 13 tabs, portions of which require your input. The fields requiring your input have been colored light green. Information about the data elements needed has been included on each tab as comments. Comments can be hidden/shown by selecting "Comments" from the View menu in Excel. Also attached are two Word documents- one contains data definitions (NAPIS Definitions.doc) and the other contains frequently asked questions (NAPIS FAQs.doc).

Please complete the Excel file and return via email to Mindy Sollisch at Sollischm@elderaffairs.org on or before January 1, 2009. If you have any questions, please contact Mindy Sollisch via email or via phone at (850) 414-2181.

MJS/db

Attachments

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