



**RICK SCOTT**  
GOVERNOR

**CHARLES T. CORLEY**  
SECRETARY

## MEMORANDUM

**TO:** Executive Director  
Area Agency on Aging (AAA) **NOTICE #: 111612-1-I-PE**

**FROM:** Charles T. Corley, Secretary

**DATE:** November 16, 2012

**SUBJECT:** Notice of Instruction: NAPIS Reporting FFY 2011-12

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The Department of Elder Affairs is required by the U.S. Administration on Aging (AoA) to submit an annual National Aging Program Information System (NAPIS) State Program Report. The purpose of this notice is to provide instruction on the information AAAs need to submit to the Department and to explain 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, 2011, through September 30, 2012 (NAPIS 2012\_PSA#.xlsx). The Excel file contains 13 tabs, portions of which require your input.
2. A file containing definitions (NAPIS Definitions\_FY11-12.pdf).

### Important Reminders

1. The fields requiring your input in the Excel file are colored green.
2. Information about the data elements needed is 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 Sections I.A, I.E, I.F and II.A. Once you fill in all of the green cells, the self-check formulas will show either "OK" or "Error." Spreadsheets with "Error" showing in any cells should not be submitted. The self-check formula in Sections I.E and I.F will ensure the numbers are in agreement with those in Sections II.B and II.C, respectively.
4. Section I.A should include clients served by all programs but should not include caregivers.
5. AoA 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 each tab. If your totals for this year differ from those entered last year by 10 percent or more, please provide the reason for the change in the comment boxes in the Excel spreadsheets.

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### **Changes to the Excel Workbook**

1. A self-check formula was added to Section II.A to verify correct totals for OAA Title III Expenditures and OAA Title III Expenditures by part.
2. In Section II.E, the list of other services was removed. You should only include non-Medicaid waiver services that were not reported in CIRTS.
3. The number of "Unduplicated Persons Served" in Section II.A is only needed for "16. Health Promotion" and "17. Cash & Counseling."

### **NAPIS Reports Are Available to Assist You**

The Department has again made reports available that provide a large portion of the client count and service unit information needed to complete the Excel spreadsheets. AAAs should only need to add to these totals those services and clients not enrolled in a Medicaid waiver and not captured in CIRTS.

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 CIRTS and the Florida Medicaid Management Information System (FMMIS). The reports will be updated every 20 minutes to reflect changes in CIRTS.

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. If you require access that you do not currently have, please contact Qian Chen via email ([Chenq@elderaffairs.org](mailto:Chenq@elderaffairs.org)) or via phone at 850-414-2022.

### **Changes to Online NAPIS Reports**

On or before November 20, 2012, the payment amount for services provided in CIRTS and for the following Medicaid waivers: Aged and Disabled Adult, Assisted Living, Adult Day Health Care, Channeling, Consumer-Directed Care Plus, and Nursing Home Diversion Waiver, will be added to the online NAPIS Report Section II.A. If the payment amount is not entered in one of CIRTS Services Reported screens, the amount is calculated by multiplying the unit rate by the number of units provided. In addition, the unduplicated number of Medicaid waiver providers for each service category will be added to this online report.

The Department remains committed to further automation of the NAPIS reporting. We look forward to your assistance 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](mailto:Leem@elderaffairs.org) on or before **January 1, 2013**. 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.

CTC/sls

Attachments: PSA Excel Spreadsheet, NAPIS Definitions