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MEMORANDUM

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TO: Executive Director   **NOTICE #: 112713-1-I-PE**
       Area Agency on Aging (AAA)

FROM: Charles T. Corley, Secretary

DATE: November 26, 2013

SUBJECT: Notice of Instruction: NAPIS Reporting FFY 2012-13

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. 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, 2012, through September 30, 2013 (NAPIS 2013_PSA#.xlsx). The Excel file contains 13 tabs, portions of which require your input.
 2. A file from ACL that contains definitions (NAPIS Definitions_FFY12-13SPR.pdf).

As outlined below, the FFY 2012-13 NAPIS Report requires a reduced amount of data to be reported by the AAAs on the Excel worksheets. The Department will be relying on FMMIS (Florida Medicaid Management Information System) for Medicaid waiver data and on CIRTS for most client, service, and expenditure data. It is critical that the data in CIRTS be accurate as of January 1, 2014, when the Department will begin pulling data for the NAPIS Report.

Important Reminders
 1. The fields requiring your input in the Excel file are colored green. If a cell is grayed out and not green, then the data are either not needed or will be reported by DOEA using the CIRTS and FMMIS databases.
 2. 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.
 3. 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.

4. Do not leave a required cell blank. Enter "0" if there are no data to report.
5. 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 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 green comment boxes in the Excel spreadsheets.
6. 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.
7. If there is any change in your prior year's report, please notify the Department when you submit your NAPIS Report for this year.

Changes to the Excel Workbook
1. In Section I.A, the only cell to be completed is #2. AAAs should enter in this cell only the "Estimated Unduplicated Count of Persons Served Unregistered Services" for persons who are **not** in CIRTS or **not** served under a Medicaid waiver. Do not include caregivers in this count. Do not include clients who receive information services as reported in CIRTS. The Department will add to your number the count of unduplicated clients served as recorded in CIRTS and FMMIS.
2. In Section II.A, as indicated by the removal of the columns, AAAs no longer need to report the data for: # of Persons Served at High Nutrition Risk, Service Units, OAA Title III Expenditures, Total Service Expenditures, and OAA Title III Expenditures ($) by Part for Titles B, C1, C2, and D (except for "16. Health Promotion").
3. In Section II.A, the amount of "OAA Title III Expenditures ($) by Part" for Title D is only needed for "16. Health Promotion."
4. In Section II.A, the total for "# of AAAs Direct Services Provision" should be "0"or "1" as calculated by the formula.
5. In Section II.A., the number of "Unduplicated Persons Served" is only needed for "16. Health Promotion."
6. In Sections II.A, II.B, and II.C, the definition for Program Income has been expanded (see comment box in the PSA Excel Spreadsheet).
7. In Sections II.A, II.B, and II.C, a new column has been added for reporting "Non-DOEA Expenditures, excluding Program Income" (see description in the comment box in the PSA Excel Spreadsheet).
8. In Sections II.A, II.B, II.C, and III.C, the "Number of Providers" will now include Medicaid waiver provider agencies.

NAPIS Reports Are Available to Assist You: Expected Posting Date is November 26, 2013
The Department is again making online reports available on the NAPIS Reports page on the DOEA Intranet at https://199.250.26.79/reports/mw/napis.html. Reports are provided for Sections I.A, II.A, II.B, II.C, and III.D so that AAAs will know what data the Department will be pulling from the CIRTS and FMMIS databases for NAPIS reporting.

If the data in the online reports are not correct based on your records, begin by checking the unit rate and service units in CIRTS for possible errors. If discrepancies remain, you should notify the Department.

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 Kun Chen by email (chenk@elderaffairs.org) or by phone at 850-414-2024.

Changes to Online NAPIS Reports:
The report for Section I.A will now include the display of the data in the same format as the Excel worksheet.

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.

On or before January 1, 2014, please complete the Excel file and return via email to MiYoung Lee at Leem@elderaffairs.org and 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.

CTC/sls

Attachments: PSA Excel Spreadsheet, NAPIS Definitions

Cc: Contract Managers
        MiYoung Lee
        Trish Webster
        Mindy Sollisch
        Sandi Smith