



Action #3) Complete the following pages located in RAIN: AAA Staff, Community, Home and Community Accomplishments and Elder Rights Accomplishments pages.

2010 State Program Report deadlines are as follows:

**September 30, 2010**

1) All client and service unit data must be input and reviewed for accuracy by end of business day on 9.30.10

2) FINAL FYE '10 148/150 report due (electronic submittal) to Brenda Stuvenga ([brenda.s.stuvenga@state.or.us](mailto:brenda.s.stuvenga@state.or.us)) and Rhonda Buedefeldt ([rhonda.buedefeldt@state.or.us](mailto:rhonda.buedefeldt@state.or.us))

**October through November 19, 2010**

AAA's are asked to respond by 11/19 to all SPR-related requests such as necessary correction to data and written explanation of unusual expenditure and service unit increases and decreases.

**December 17, 2009:**

Oregon's FY 2010 SPR will be submitted to the Administration on Aging (AoA). The certification of validity and explanation to AoA of 10% increase or reduction in data will be submitted to AoA Region X following the submittal of the SPR.

**Reason for Action:** The Administration on Aging requires each state to annually submit a State Program Report (SPR) evidencing services provided during the funding period.

**Field/Stakeholder review:**       Yes       No (not applicable – federal mandate)

**If yes, reviewed by:**

*If you have any questions about this action request, contact:*

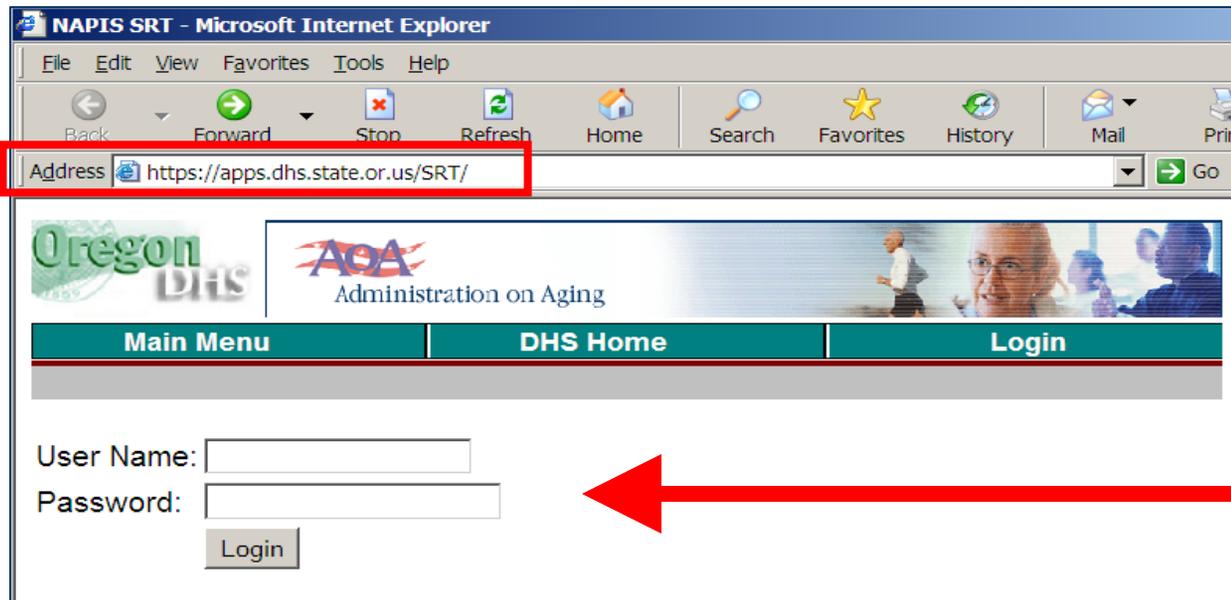
<b>Contact(s):</b>	Rhonda Buedefeldt		
<b>Phone:</b>	503.373.1854	<b>Fax:</b>	503.373.1133
<b>E-mail:</b>	<a href="mailto:rhonda.buedefeldt@state.or.us">rhonda.buedefeldt@state.or.us</a>		

**Following this page is helpful guidance for completion of your SPR**

## Navigating through RAIN to complete your SPR

Oregon's web-based data collection system commonly referred to by its' acronym RAIN (Reporting and Analyzing Information for NAPIS) was developed to assemble federally required data necessary for the completion of the annual State Program Report (SPR). This document is an assembly of helpful tips to aid you in navigating through the appropriate screens to complete your agency report.

To log into RAIN you will need to have the proper security rights in your user profile. The contacts listed below are available to assist you. URL: <https://apps.dhs.state.or.us/SRT/>



User Name = your  
RACF ID (hsxxxxx)

Password = your  
current OACCESS  
and Mainframe  
password.

If you're having difficulty logging in, please contact your State Unit on Aging (SUA) representatives Ryan at 503.373.1877 ([ryan.e.kibby@state.or.us](mailto:ryan.e.kibby@state.or.us)) or Rhonda at 503.373.1854 ([rhonda.buedefeldt@state.or.us](mailto:rhonda.buedefeldt@state.or.us))

After successfully logging into RAIN you will be routed to this RAIN page. The system defaults to your district, if you have multiple districts assigned to your Area Agency on Aging (AAA), use the *Change District* link located at the top of the left-hand menu to select another district.

See the following pages for detailed instruction concerning applicable links on the left-hand menu.

**Oregon DHS**

**AOA**  
Administration on Aging

**Main Menu**      **DHS Home**      **Logoff**

**Change District**

**Current SPR Preview**

- ▶ **SPR Preview**    [Section IA](#)    [Section IB](#)    [Section IC](#)    [Section ID](#)    [Section IE](#)    [Section IIE](#)
- ▶ **NAPIS Reports**    [Section IIA](#)    [Section IIB](#)    [Section IIC](#)    [Section IID](#)    [Section IIE](#)
- ▶ **Enter Management Information**    [Section IIIA](#)    [Section IIIB](#)    [Section IIIC](#)    [Section IIID](#)
- ▶ [Section IVA](#)    [Section IVB](#)

**Year-Over-Year Reports**

- ▶ **Submit Service Batch File**    [Registered Services Profile Report](#)    [Caregiver Profile Report](#)

**Annual Reports**

- ▶ **XML Tools**    [Clients](#)    [Services](#)    [Income and Expenditure](#)    [Staffing](#)

**Admin Tools**

**Enter Management Information**

- ▶ [Client Services](#)    [Cargivers Serving Children](#)    [Caregivers Serving Elderly](#)
- ▶ [Other Services](#)    [Chapter Information](#)
- ▶ [AAA Staff](#)    [Community](#)
- ▶ [Home and Community](#)    [Elder Rights](#)

User ID: hsrbs00  
Last Login: Mon Jul 12 10:29:52 PDT 2010  
District: 013  
Current SPR Year: 2009  
Available Report Years: 2009 2008 2007 2006 2005

The menu shown on the left is viewed by clicking *SPR Preview* from the left-hand menu in RAIN.

- ▼ **SPR Preview**
- [Section IA](#)
- [Section IB](#)
- [Section IC](#)
- [Section ID](#)
- [Section IE](#)
- [Section IF](#)
- [Section IIA](#)
- [Section IIB](#)
- [Section IIC](#)
- [Section IID](#)
- [Section IIE](#)
- [Section IIIA](#)
- [Section IIIB](#)
- [Section IIIC](#)
- [Section IIID](#)
- [Section IVA](#)
- [Section IVB](#)

Following is an explanation of the contents of each Section page and who is responsible for ensuring the data is present:

### **Sections IA - IIC and Section IIIC**

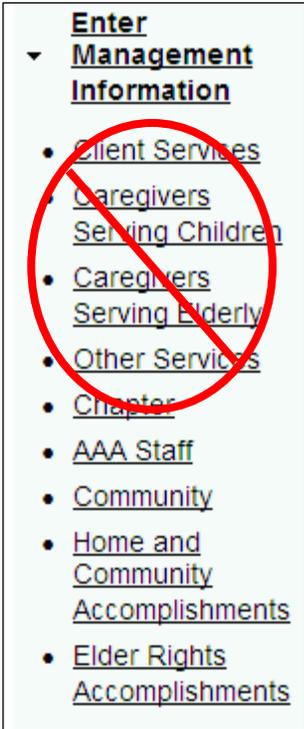
Client demographic data, client counts, service units and provider profiles for services you provided during the state fiscal-year are uploaded to RAIN (from OACCESS) at 12:00 a.m., each night. Appropriate cells in Section IA through IIC and in Section IIIC are auto populated. Responsible party: The AAA is to have all client and service data into OACCESS by the deadline communicated and published annually via Action Request (AR) by the SUA.

### **Section IIA – IIE and Section IIIA**

These pages contain state-wide fiscal-year expenditures and are based upon the collective sum of each AAA's FINAL fiscal-year report that is received on or before September 30<sup>th</sup> of each year. Responsible party: The SUA will collect expenditure data and populate these pages. (AAA's should refrain from entering any expenditure data.)

### **Sections IIIB, IIID, IVA and IVB:**

The pages provide a profile of your AAA administration and its' accomplishments during the year. See page 4 for details on these pages.



The menu shown on the left is viewed by clicking *Enter Management Information* from the left-hand menu in RAIN

Pages marked with ⊙ are pages that do not require Area Agency on Aging attention. Following is a summary of those pages that do require input from Area Agencies on Aging:

**Sections IIIB, IIID, IVA and IVB**

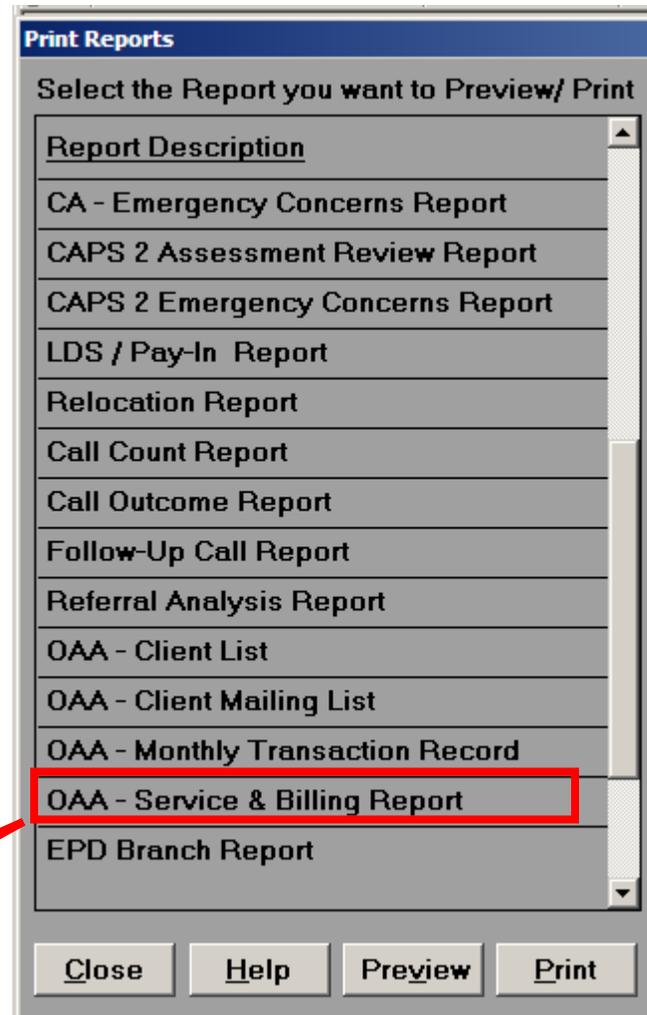
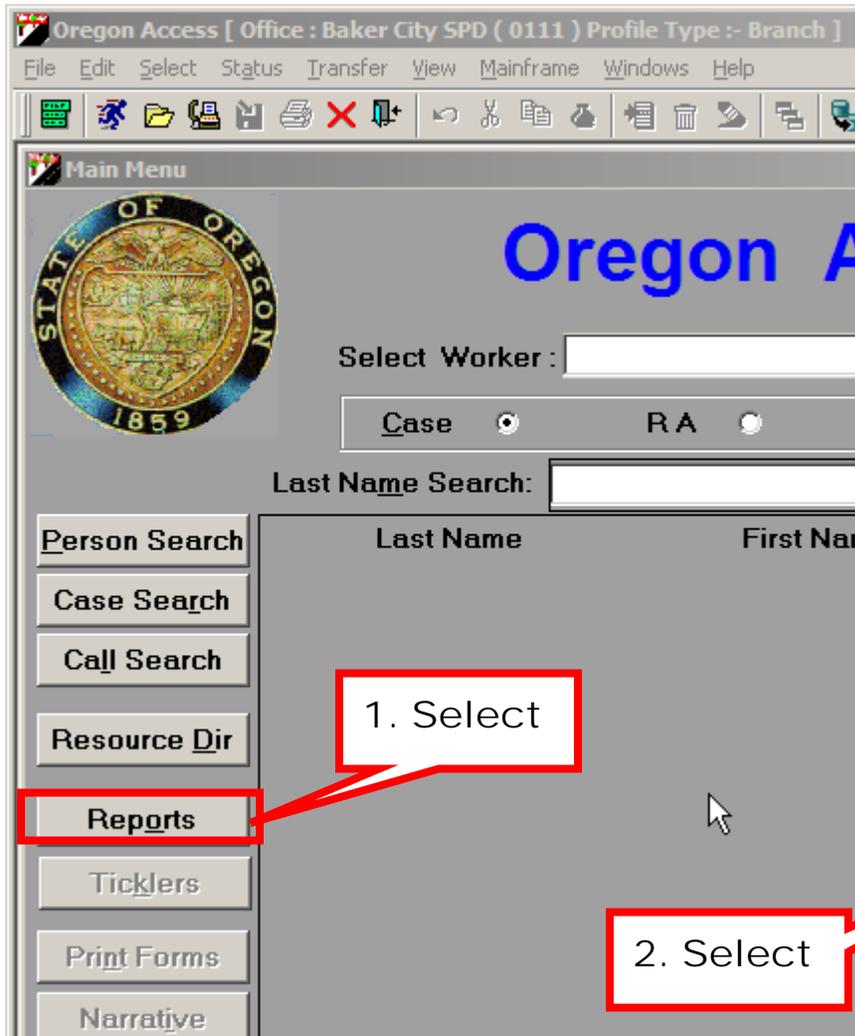
These Section pages are populated with data input by the AAA into the four remaining links visible on the screen shot of the left-hand menu. Following is a distribution map identifying the links and the associated Section page the information will appear on:

AAA Staff.....	IIIB
Community.....	IIID
Home and Community Accomplishments.....	IVA
Elder Rights Accomplishments.....	IVB

**PLEASE NOTE:** RAIN times out every 45 minutes and you will not receive notification prior to it logging you off. To prevent data loss and reset the 45 min. timer you should periodically select the “Save” button located at the bottom of your information screen.

If you experience problems or require additional guidance please contact Rhonda Buedefeldt at [rhonda.buedefeldt@state.or.us](mailto:rhonda.buedefeldt@state.or.us) or 503.373.1854.

# HOW TO PULL A SERVICE UNIT REPORT FROM OACCESS



**Print Reports**

Select the Report you want to Preview/ Print    Enter parameters for OAA - Service\_Billing Report

Report Description	Parameters
CA - Emergency Concerns Report	<div style="border: 1px solid red; padding: 5px;">           Service Date Range            07/01/2007 To 06/30/2009         </div> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;">           Report Type  <input type="radio"/> Service &amp; Billing Report  <input checked="" type="radio"/> Billing Summary         </div> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;">           District: Baker         </div> <div style="border: 1px solid red; padding: 5px; margin-top: 5px;">           Site:         </div> <div style="border: 1px solid red; padding: 5px; margin-top: 5px;">           Service:         </div> <div style="border: 1px solid red; padding: 5px; margin-top: 5px;">           Qualifier:         </div> <div style="border: 1px solid red; padding: 5px; margin-top: 5px;">           Provider:         </div> <div style="border: 1px solid red; border-radius: 50%; padding: 5px; margin-top: 10px;"> <input checked="" type="checkbox"/> All Qualifiers         </div>
CAPS 2 Assessment Review Report	
CAPS 2 Emergency Concerns Report	
LDS / Pay-In Report	
Relocation Report	
Call Count Report	
Call Outcome Report	
Follow-Up Call Report	
Referral Analysis Report	
OAA - Client List	
OAA - Client Mailing List	
OAA - Monthly Transaction Record	
<b>OAA - Service &amp; Billing Report</b>	
EPD Branch Report	

3. Type Date Range

4. Select Billing Summary

5. Select your District

6. All Qualifiers

7. Preview first, then you will be offered a print option. Note: The system may take many minutes to collect the data for view. Don't give up - it requires patience.

# HOW TO RUN A SUMMARY REPORT of RECIPIENTS OF A PARTICULAR SERVICE

Main Menu

STATE OF OREGON  
1859

## Oregon ACCESS

Select Worker: [Dropdown]

Caseload  
Branch   
All Access   
Case  RA  Screening

Last Name Search: [Text Box]

Last Name	First Name	MI	SSN	Prime Nmbr	Release
-----------	------------	----	-----	------------	---------

Person Search  
Case Search  
Call Search  
Resource Dir  
**Reports**  
Ticklers  
Print Forms  
Narrative

Training  
Survey  
EI Time  
Proy Search

1

Step 1: Select Reports

**Print Reports**

Select the Report you want to Preview/ Print    Enter parameters for OAA - Service\_Billing Report

Report Description	Service Date Range	Report Type
CA - Assessment Review Report	03/01/2008 To 03/01/2009	<input checked="" type="radio"/> Service & Billing Report <input type="radio"/> Billing Summary
CA - Emergency Concerns Report		
CAPS 2 Assessment Review Report		
CAPS 2 Emergency Concerns Report		
LDS / Pay-In Report		
Relocation Report		
Call Count Report		
Call Outcome Report		
Follow-Up Call Report		
Referral Analysis Report		
OAA - Client List		
OAA - Client Mailing List		
OAA - Monthly Transaction Report		
<b>OAA - Service &amp; Billing Report</b>	District: Harney Site: Service: Case Management {#6} Qualifier: Provider:	<input checked="" type="checkbox"/> All Qualifiers

Buttons: Close, Help, Preview, Print, Printer Setup, Clear

**Step 2: Select Report Description**

**Step 3: Type in your Service Date Range**

**Step 4: Select Service & Billing Report**

**Step 5: Select your District**

**Step 6: Select the Service**

**Step 7: Select "All Qualifiers"**

**Step 8: Select "Preview"**

**Print Preview : OAA - Service & Billing Report**

Print Date: 05/08 /2009

**Service & Billing Report**  
 Dist Name... : Harney                      Service:    Case Management (#6)  
 Site Name... : ALL                            Ser.Qual.: ALL  
 Service Date : 3/1/2008 to 3/1/2009      Prov. Name: ALL

Client Id	Name	Service/Qualifier	Auth. Units	Act. Units	Billed Units	Unit Rate	Total Billed
440011299	ARRIEN, JOYCE	Case Management (#6)	.00				
		Standard		2.00	2.00	.00	0.00
840000213	CHEEK, BETTY Z	Case Management (#6)	.00				
		Standard		1.50	1.50	.00	0.00
840000306	CONNOR, ARLETA	Case Management (#6)	.00				
		Standard		2.00	2.00	.00	0.00
440010407	COTE, VERNAMAE M	Case Management (#6)	.00				
		Standard		2.00	2.00	.00	0.00
480011249	COULTER, FRED	Case Management (#6)	.00				
		Standard		1.50	1.50	.00	0.00
840000228	DEITER, PEARL A	Case Management (#6)	.00				
		Standard		1.50	1.50	.00	0.00

Page :1 of 3

To the left is the result of your query.

Step 9: Print

For questions or additional assistance please contact:  
 Rhonda Buedefeldt, OACCESS/NAPIS Program Analyst  
[rhonda.buedefeldt@state.or.us](mailto:rhonda.buedefeldt@state.or.us)  
 503.373.1854

SPD State Unit on Aging  
 676 Church Street NE  
 Salem OR 97301