

Elaine Young  

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**Authorized Signature**

**Number:** APD-AR-12-023  
**Issue Date:** 6/14/2012

**Topic:** Other

**Due Date:** See detail below

**Subject:** FISCAL YEAR END 2012 STATE PROGRAM REPORT

**Applies to (check all that apply):**

- |   |   |
|---|---|
| <input type="checkbox"/> All DHS employees                        | <input type="checkbox"/> County Mental Health Directors       |
| <input checked="" type="checkbox"/> <b>Area Agencies on Aging</b> | <input type="checkbox"/> Health Services                      |
| <input type="checkbox"/> Children, Adults and Families            | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers               | <input type="checkbox"/> Other (please specify):              |

**Required Action**

Acting within deadlines noted in this AR, each Area Agency on Aging (AAA) must ensure that all Older Americans Act and Oregon Project Independence service and client data for the period of July 1, 2011 to June 30, 2012 has been entered into OACCESS (or another DHS approved database).

Guidance in navigating OACCESS and RAIN is located under *Reporting Guidance* on the State Unit on Aging website: <http://www.oregon.gov/DHS/spwpd/sua/info-aaa.shtml/>, sub-categories OACCESS Fundamentals and State Program Report.

**Important Deadlines**

**July 16, 2012** (by end of business day)

- The State Unit on Aging (SUA) has been notified of the name(s) and contact information of those responsible for communications concerning review and necessary corrections of your SPR data. (E-mail to [sua.email@state.or.us](mailto:sua.email@state.or.us))

**September 30, 2012**

- FINAL fiscal year-end 2012 148/150 report e-mailed to [sua.mail@state.or.us](mailto:sua.mail@state.or.us) and [brenda.s.stuivenga@state.or.us](mailto:brenda.s.stuivenga@state.or.us). **Submittal of the report assumes that:**
  - 1) All service expenditures have supporting client and unit data (Useful tool - OACCESS *Billing Summary Report*).
  - 2) Total NSIP-eligible congregate meals reported on the FINAL 150, page 2 does not exceed total congregate units detailed on the *Billing Summary Report*.

### **September 30, 2012, continued**

- 3) Total HDM units (minus Title XIX units) on *Billing Summary Report* equal the number of NSIP eligible meals reported on the FINAL 150, page 2.

### **October 19, 2012** (by end of business day)

- All necessary corrections (as requested by SUA) have been made.

### **October 26, 2012** (by end of business day)

- Log into <https://apps.dhs.state.or.us/SRT/> (RAIN application), select *Enter Management Information* and complete the four management pages.

### **November 15, 2012** (by end of business day)

- E-mail to [sua.email@state.or.us](mailto:sua.email@state.or.us) your agency's written explanation for any services with a 10% or more increase or decrease in expenditures, clients served or units. (On or before October 19, 2012, the State Unit on Aging will provide the SPR two-year comparison of fiscal year 2011 to 2012 for this process.)

### **December 7, 2012** (by end of business day)

- Oregon's Congregate and Home-Delivered NSIP meal counts certified.  
 FY 2012 SPR certified and submitted to the Administration on Aging (AoA).  
 Submittal of explanation for 10% increase/decreases in data to AoA .

### **December 31, 2012** (by end of business day)

- Final SIGNED and AUDITED Form 148/150 report e-mailed to [sua.email@state.or.us](mailto:sua.email@state.or.us) and [brenda.s.stuivenga@state.or.us](mailto:brenda.s.stuivenga@state.or.us)  
 Annual Financial Report compliant with OMB Circular A-133 e-mailed to [sua.mail@state.or.us](mailto:sua.mail@state.or.us) and [brenda.s.stuivenga@state.or.us](mailto:brenda.s.stuivenga@state.or.us)

### **IMPORTANT LESSONS LEARNED FROM 2011 SPR**

- In-Homes Services provided by HCW/CEP - OACCESS data should equal the total sum of "Hours Worked" on the AAA Cumulative OPI Homecare Worker Report.
- Unit and Expenditure Reconciliation - All units of service in OACCESS must have an expenditure present on the fiscal year-end 148/150 report. Exception: Matrices #20-1 through #20-3.
- OPI - All OPI units must be clearly identified (e.g., case management, HDM, in-home services, etc.) by use of OACCESS OPI qualifier or via an e-mail to [sua.email@state.or.us](mailto:sua.email@state.or.us) identifying service and units supported by OPI funds.
- Caregiver Services - Guest units are not acceptable. All units must be attributed to a caregiver.
- NSIP - NSIP meals must not exceed total meals delivered.
- Units of Service Performed by a Volunteer - Units of respite, in-home care, shopping, etc. are to be reported under the service name NOT Matrix #90-1 Volunteer Services.
- Volunteer Services Expenditures and Services Provided by Volunteers - Cannot be

solely supported by in-kind funds; regardless of how minimal the expense - AoA requires an expense to report units.

**Reason for Action:**

Compliance with Administration on Aging reporting requirements for Older Americans Act and other state-funded services.

**Field/Stakeholder review:**     Yes     No

**If yes, reviewed by:**

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

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