

Sarah D. Hout, SUA Manager

Authorized signature**Number:** APD-AR-16-054**Issue date:** 7/21/2016**Topic:** Other**Due date:** Multiple, see below**FISCAL YEAR-END CLOSE AND STATE****Subject:** PROGRAM REPORT PREPARATIONS**Applies to (check all that apply):**

- | | |
|---|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental
Disabilities Services(ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive
In Home Services |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children's
Residential Services | <input type="checkbox"/> Other (<i>please specify</i>): |
| <input type="checkbox"/> Child Welfare Programs | |

Action required:

Acting within deadlines noted in this Action Request, 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, 2015 to June 30, 2016 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: <https://www.oregon.gov/DHS/SENIORS-DISABILITIES/SUA/Pages/Area-Agency-Aging.aspx>, under OACCESS Fundamentals and State Program Report.

Important Deadlines**August 31, 2016** (by end of business day)

- ◆ E-mail the name(s) and contact information of those responsible for data entry and correction of consumer records, services and units received. Additionally, if the AAA staff person responsible for completion of your 148/150 reports is not the individual to contact concerning expenditures reported in the SPR – please communicate the name of the fiscal representative too. (E-mail to sua.email@state.or.us)

Important Deadlines, continued

September 30, 2016

◆ FINAL fiscal year-end 2016 148/150 report e-mailed to sua.mail@state.or.us and to brenda.s.stuivenga@state.or.us. Final must be indicated by selecting the checkbox on page one of the 150. **Submittal of the report assumes that:**

- 1) The responsible AAA data entry staff person and the responsible fiscal representative have met to reconcile service data against reported expenditures on the final report.

To do this an OACCESS *Billing Summary Report* should be printed and for each service listed – an expenditure must be present on the relevant service line of Form 150, page 2 and the 148 page.

If services are found to be on the report that were not provided – refer to [FAQs on SPR](#) question 6 for instruction.

October 21, 2016 (by end of business day)

◆ All requested corrections (as requested by SUA) have been made and your individual SPR reflects the correct numbers. The only exception is any caregiver corrections you e-mailed the SUA about. Those number corrections will need to be input directly into your report in the federal tool.

October 31, 2016 (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.

December 9, 2016 (by end of business day)

◆ Your agencies written explanation for any services with a 10% or more increase or decrease in expenditures, clients served or units provided is e-mailed to sua.email@state.or.us. (The State Unit on Aging will provide the SPR two-year comparison of fiscal year 2015 and 2016 for this process.)

December 30, 2016 (by end of business day)

◆ **FINAL SIGNED** and **AUDITED** Form 148/150 report (Final and Audited boxes should be selected. Signature should be present at bottom of Form 150, page 1. Form is to be e-mailed to sua.email@state.or.us and brenda.s.stuivenga@state.or.us

◆ Annual Financial Report compliant with 2 CFR 200 (Super Circular) is to be e-mailed to sua.mail@state.or.us and brenda.s.stuivenga@state.or.us.

IMPORTANT NOTE: Your agency is contractually required to meet this deadline, however, should your agency not be able to – you are required to communicate this to the SUA. Please provide reason for missing this deadline and estimate of when the Report will be submitted.

Action required, continued

IMPORTANT LESSONS LEARNED FROM PAST STATE PROGRAM REPORTS

- 1) 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.
- 2) Unit and Expenditure Reconciliation - All units of service in OACCESS must have an expenditure present on the fiscal year-end 148/150 report. Exception: The following matrices do not require service and unit entry in OACCESS - Matrices #20-1 through #20-3.
- 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 identifying the service name and number of units supported by OPI funds.
- 4) Caregiver Services - Guest units are not acceptable. All units must be attributed to a caregiver. Exception: Caregiver Access Assistance and Information for Caregivers.
- 5) Information for Caregivers is a large audience presentation not one-on-one information and assistance.
- 6) Caregiver Access Assistance is a one-on-one information and assistance service.
- 7) Units of Service Performed by a Volunteer - Units of respite, in-home care, shopping, etc. are to be reported under the respective service name NOT Matrix #90-1 Volunteer Services. #90-1 is for activities where a specific unit of service is not provided. Examples would be office work, meal site management such as kitchen help, delivery of plated meals to table, delivery of HDMs, etc.
- 8) Volunteer Services Expenditures and Services Provided by Volunteers - Cannot be entirely in-kind value. The Administration on Community Living (ACL) requires an actual expenditure for any service activity to be reported.

Reason for action:

Area Agencies on Aging and the State Unit on Aging are federally required to submit an annual report on expenditures and services provided.

Field/stakeholder review: Yes No

If yes, reviewed by:

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

Contact(s):	Rhonda Buedefeldt, Program Analyst III		
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