VT DAIL, State Unit on Aging
Older Americans Act Performance System
State Program Report (OAAPS SPR) Procedures
First Issued: **August 30th, 2022** Rev 11_2022

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SECTION I: REQUIREMENTS & RESPONSIBILITIES

The Department of Disabilities, Aging & Independent Living (DAIL) is Vermont's Older American Act (OAA) State Unit on Aging (SUA) and is required to submit an annual federal fiscal year report on all Area Agency on Aging (AAA) services and expenditures. The annual report must be submitted on time and comply with federal OAAPS SPR requirements. The AAAs and DAIL must collaborate to meet the annual report requirement. All AAAs and DAIL should be familiar with the acronyms used in OAAPS reporting and a list of common acronyms is provided at the end of this document.

A. Vermont Area Agencies on Aging (AAA) responsibilities include:
1) Familiarity with Administration for Community Living (ACL) service definitions and units: https://www.OAAPSdata.us/OAAPSSrt/docs/State_Program_Report_(SPR)_Form_(vers.08012016).pdf (definitions are on pages 22-26)
2) Designate a contact person to DAIL for OAAPS and staff to participate in the ACL Data Community (ADC), now located at www.OAAPSdata.us/OAAPSSrt.
    i)   Monitor ADC for changes in OAAPS SPR requirements & procedures

     ii) Obtain and disseminate resource and information materials to relevant staff
3) Designated staff request SRT logins from ACL (WellSky) for identified Agency SRT users
4) Ensure complete and accurate data collection, recording and reporting for consumers, services and expenditures
5) Ensure that all relevant data entry for the FFY is completed by date designated in timetable
6) Familiarity with OAA authorizing language for eligibility criteria and program requirements
7) Ensure intake and registration forms used by AAA or contractor include all ACL required data
8) Reviewing data periodically and prior to submission to DAIL for completeness, accuracy and conformity to ACL definitions and requirements
9) Submit preliminary expenditure data in OAAPS SPR format to DAIL business office by date designated in timetable
10) Revise, correct or explain expenditure data as needed in response to DAIL discrepancy questions.
11) Run and review the OAAPS SRT report
12) Run and review OAAPS SRT analysis reports
    a) 2-Year Comparison Report
    b) National family caregiver support program report
    c) Service unit and expenditure report
13) Provide three narrative accomplishments for both "Home and Community Based Programs" and "Elder Rights" in Sections IV.A and IV.B of the OAAPS SRT
14) Provide a <u>comprehensive written explanation</u> using the ACL variance template to DAIL when there is a +/- 10% or greater difference in yearly comparison report and/or service unit and expenditure report for any service from prior year
15) Validate Final SRT Report prior to submission to DAIL
16) Submit validated (by Executive Director) OAAPS SRT report to DAIL including all required data regardless of source.
17) Respond timely to any questions posed by DAIL about the report, data and explanations.
18) Review, correct and resubmit the corrected final OAAPS SRT report to DAIL by date designated in timetable in response to DAIL questions.

B. DAIL Responsibilities include:
1) Designate DAIL lead for ACL participation, updates and changes
2) Designate DAIL OAAPS lead staff & inform AAAs
3) Designated staff request SRT logins from ACL (WellSky) for identified DAIL users
4) Designated staff inform DAIL SRT users of OAAPS SRT updates as needed
5) Review, update and disseminate the OAAPS SPR Procedures annually including timeline
6) Schedule DAIL review committee meetings
7) Review each AAA OAAPS report and follow-up in a memo when questions or discrepancies arise
8) Facilitate DAIL review committee meetings
9) Consolidate all the AAA final reports into one State Program Report (SPR)
10) Review AAA expenditure report, provide follow up as needed
11) DAIL OAAPS lead staff enters 3 top accomplishments and State staffing profile in SPR
12) Review SPR prior to submission to ACL
13) Validate and verify SPR prior to submission to ACL
14) Submit SPR, expenditure report, and variance explanations to ACL by deadline
15) Respond to questions ACL may have regarding the SPR and revise SPR if needed
16) Confirming to ACL the completion of the SPR with no further changes to the data
17) Post the finalized SPR and supplemental reports on the DAIL website

SECTION II. TIMELINE

Timeline for Submission and Review of OAAPS SPR Reports (dates subject to revision, dependent on changes in ACL timelines to states). Note: *If a date ("when") falls on a holiday or weekend, the work product ("what") is due the working day prior to the date listed ("when").*

When	Who	What
XXX	SUA/AAAs	DAIL sends Kick off instructions, tiffany.smith@vermont.gov will reach out to each AAA individually to schedule a meeting for to review instructions and/or have Q&A session.
On-Going	AAAs	AAAs review informational materials and requirements through ACL Data Community, review AAA data for completeness and accuracy, run reports to check validity of data, and make improvements/changes as needed.
10/29/22	AAAs	**DEADLINE for AAA to complete ALL data entry into database for FFY 22.** This means ALL data has been collected from vendors and program leads ahead of time and ALL data is entered into A&D, Peerplace, Penelope **on or before 10/29**
11/2/22	AAAs	AAA start running OAAPS report & start internal review including analysis reports
11/13/22	AAAs	**DEADLINE** for AAA to verify OAAPS SPR in the SRT site.
11/23/22	AAAs	**DEADLINE** for AAAs to submit expenditure data in SRT format to DAIL BO. **This data is exported from the SRT-** Please contact tiffany.smith@vermont.gov if you need assistance.
11/29/22-12/6/22	BO, SUA	BO and SUA review AAA data and follow-up & resolve discrepancies & issues from expenditure review with AAA
12/7/22	AAAs	**DEADLINE** for AAAs to submit preliminary OAAPS analysis reports and variance explanation reports to SUA. Submit verified OAAPS SPR (via submit button in SRT), Export full FFY22 SPR, 2Yr Comparison report, 2 year comparison variance report, Service Unit and Expenditure report, Service Unit and Expenditure Variance Explanation Report, NSIP Variance Report, and MDD Supplemental Funds spreadsheet) email to SUA contact. (7 files total to be emailed, 1 full SPR report, 1- 2yr comparison report, 1 service unit and expenditure report, 3- variance explanation reports, 1 excel spread sheet MDD Supplemental Funds template)
12/11/22	BO	BO Review of AAA financial data completed.
12/8/22-12/20/22	SUA/BO.	SUA opens OAAPS reports from each AAA that was submitted to state SRT and runs preliminary state roll-up report and yearly comparison report, then notifies DAIL review committee members of submitted reports. Individual review of reports by DAIL review committee members can begin prior to scheduled Review Meeting.
TBD	SUA	**FFY 2022 Reporting Season - SUA Opening Webinar TBD**
01/04/23-1/08/23	SUA/BO/.	First DAIL review committee meetings. Completion of AAA OAAPS initial review.
01/10/23	SUA	After review of all AAA SPR Variance Explanation Reports, **SUA sends each AAA a summary of issues to be resolved as needed**.

01/11/23- 01/13/23	AAAs	AAA/SUA resolve issues, AAAs update data in A&D if needed and OAAPS SPR as needed
01/14/23	AAAs	**DEADLINE**: for submission to DAIL of FINAL verified OAAPS SPR (via submit button in SRT), final/revised analysis reports and narrative explanations sent via email attachments to SUA.
01/22/23	SUA	SUA rolls up each AAA report to State OAAPS SPR.
01/22/23	SUA	Notifies DAIL review committee of submitted reports for further review.
01/22/23- 01/27/23	SUA/BO.	Final DAIL review committee meeting and final review of OAAPS data.
01/28/23	SUA	SUA/AAA resolves any final issues. SUA completes SPR Variance Explanation Report. SUA checks that all AAA OAAPS SPR reports have been submitted (or resubmitted and are final reports in the State OAAPS SRT. SUA runs final state roll-up report & reviews & verifies.
01/29/23	SUA	**SPR & NSIP Submission:** States submit SPR & NSIP data to ACL by Friday, 1/29/23. States should run the 2 Year Comparison Report and Service Unit and Expenditure Report for FFY 2021 to FFY 2022 to examine and correct any data prior to submission.
02/01/23 - 02/07/23	ACL/SUA	ACL sends data submission confirmation to SUA; SUA copies to electronic folder and BO. SUA reviews data to ensure that it matches submission, including NSIP data, and respond as necessary; sends e-mail to ACL liaison to ensure that certification of report is complete.
02/05/23	SUA	States submit SPR & NSIP **Variance Explanations**: States should send explanations of variances (+10%) to ACL.
02/26/23	ACL/SUA	**NSIP Certification**: - NSIP figures are certified on or before 2/26/23. - States must work with ACL to certify NSIP data. ACL's Central Office will issue Final NSIP data confirmation emails.
02/22/23- 03/27/23	ACL/SUA	ACL Regional Offices will review, analyze, and provide feedback on State submissions to enhance data quality and consistency. SUA works with ACL Regional contacts to correct and electronically resubmit changes to the SPR until the submission is finalized. SUA provides to the ACL Regional contacts any final explanations of variances (+10%). Explanations should be e-mailed to the ACL Regional contacts as part of submission finalization.
3/26/23	ACL/SUA	SUA has **CERTIFIED AND FINALIZED** the FFY 2022 SPR data. Once the FFY22 SPR has been finalized, no further changes will be permitted, and the data will be "locked" to prevent further modifications.
03/30/23	SUA	Once SPR is certified and finalized by ACL, SUA saves them in shared ALLDAIL directory, then notifies appropriate DAIL staff to post on DAIL website.

SECTION III. PROGRAMS & SERVICES REQUIRING SPECIAL ATTENTION

OTHER SERVICES PROFILE

Please enter categories into the SPR **EXACTLY** as below for other services. *OAA *Outreach* is provided as a one-on-one service. Other Services *Outreach* below is a group service that is not included in Information Services (caregiving), or Nutrition Education, or Health Promotion Disease Prevention ***Please refer** to service definition sheet BEFORE entering data here to ensure the most appropriate service area for data entry.

SECTION II. Utilization and Expenditures Profiles
E. Other Services Profile

Service Name (Up to 50 Characters)	Service Unit Description (Up to 15 characters)	Service Domain
Assistive Technology	1 device	other
Elder Care Clinician	1 hour	other
Energy Grant	1 contact	other
ERC Case Management	1 hour	other
Flexible Support	1 purchase	other
Home Modification	1 modification	other
In Home Support	1 hour	other
Money Management	1 hour	other
Newsletter	1 edition	other
Office Of Violence Against Women Grant	1 activity	other
Outreach	1 activity	other
Representative Payee	persons served	other
Retired Senior Volunteer Program	1 hour	other
Senior Companion Program	1 hour	other
State Health Insurance Assistance Program	1 contact	other
Volunteer	1 hour	other

ADDITIONAL OTHER SERVICES (COVID) Use the **EXACT** categories below provided by ACL to enter categories specific to COVID Response- **If** funding was used for services that fall **outside of traditional OAA services,** Please enter in the Other Services section of the SPR

Service Description / Name	Service Definition	Unit Name	COVID Unit Definition	Mission/Purpose Category (choose from drop down)	COVID Example

Service Description / Name	Service Definition	Unit Name	<mark>COVID Unit Definition</mark>	Mission/Purpose Category (choose from drop down)	COVID Example
Consumable Supplies	Provision of consumable supplies or material aid to an older adult to meet basic necessities such as groceries, cleaning supplies, or continence items	Delivery	One delivery of assistance, regardless of the number of items in each delivery	B. Services which maintain health	Groceries, cleaning supplies, personal hygiene supplies (including soap, toothpaste, toilet paper, sanitary wipes, incontinence supplies), cell phone or internet access, or other items purchased for use by an *older adult.* <mark>Note: Report purchasing groceries, supplies, cell phone or internet access or other items with program funds. For reporting the amount of time spent in providing the delivery, please see Homemaker definition.</mark>
Assistive Technology/ Durable Equipment/ Emergency Response	Durable Medical Equipment (chair lifts, wheelchairs, walkers, emergency response systems), anything given to or lent on a short-term basis, including technology or equipment provided for use by an older adult in their home to maintain safety, allow for socialization,	Item	One item of assistance	B. Services which maintain health	Items such as tablet computers, cellphones, other technology or devices purchased for use by an *older adult.* <mark>Note: Please report any expenditures related to cell phone or internet access plans under Consumable Supplies definition.</mark> Items may be reported here if providing the item itself is the service (e.g., a personal emergency response system) or if the item can easily be individually reported. If an item is already included as part of a

Service Description / Name	Service Definition	Unit Name	COVID Unit Definition	Mission/Purpose Category (choose from drop down)	COVID Example
	and/or promote participation in activities from the older adult's home				direct service expenditure (e.g., a program includes a tablet computer as part of their larger program design and is reimbursed on a contracted unit rate basis), the expenditure for the item can be included in the other program's expenditure and does not have to be separately reported here.
Other Fitness / Health Promotion	Non-evidence based program services that include health screenings and assessments; organized physical fitness activities; medication management; home injury control services; and/or information, education, and prevention strategies for chronic disease and other health conditions	Session	Session per participant	B. Services which maintain health	Sessions provided in-person or virtually to conduct an exercise program or health education activity. Note: Please report Nutrition Education, Nutrition Counseling, Health Promotion and Disease Prevention (evidence-based), etc. under their normal categories. Use this category only if there is no more appropriate place to report.
Individual Socialization	Individualized contact between two people via phone, text, email, webinar, video chat, or other means to	Contact	One individualized contact, regardless of length of contact; the older adult should be	D. Services that Promote Socialization/participation	Contacts by staff or volunteers between two people via phone, text, email, webinar, video chat, or other means to provide a well-being check, reassurance, and/or

Service Description / Name	Service Definition	Unit Name	COVID Unit Definition	Mission/Purpose Category (choose from drop down)	COVID Example
	provide a well-being check, reassurance, and/or socialization to an older adult or family caregiver		reached and spoken to in order for the contact to be counted		socialization to an older adult. Note: Use this category only if there is no more appropriate place to report.
Group Socialization	Contact among more than two people via phone, text, email, webinar, video chat, or other means to provide reassurance and/or socialization to older adults	Contact	One group contact, regardless of length of contact	D. Services that Promote Socialization/participation	Contacts by staff or volunteers among more than two people via phone, text, email, webinar, video chat, or other means to provide reassurance and/or socialization to older adults. Note: Use this category only if there is no more appropriate place to report.
Public Information	An activity that involves contact with multiple current or potential clients or caregivers (e.g., publications, publicity campaigns, and other mass media activities)	Activity	Information put together and shared (one post of information would count as an activity)	E. Services that assure Access and coordination	Activity by staff or volunteers in putting together a social media post, radio, or automated call announcement that is shared with the broader community regarding how you are providing services during COVID.
Senior Center	A community facility for the organization and provision of a broad spectrum of services, which shall include provision of health	Support	Will Vary	F. Services which support other goals/outcomes	Service units may vary as allowed by state and may include in-person or virtual service provision. Note: Use this category only if there is no more appropriate place to report. AAAS

Service Description / Name	Service Definition	Unit Name	<mark>COVID Unit Definition</mark>	Mission/Purpose Category (choose from drop down)	COVID Example
	(including mental and behavioral health), social, nutritional, and educational services and the provision of facilities for recreational activities for older individuals.				<mark>may report expenditures like rent and utilities for vacant senior centers under senior centers to reflect such expenditures resulting from COVID response needs. Such expenditures may be described in Section IV.A.</mark>

COVID Response Caregiver Services- Supplemental Services

In the COVID Response Funding Template- Use the categories below provided by ACL in the *Supplemental Services* sections for Caregiver (Older adult and Kinship)

Service Description / Name	Service Definition	Unit Name	Unit Definition	COVID Example
Homemaker-Delivery	Provision of assistance, including shopping for and delivery of groceries, prescriptions, or other supplies	Hour	The amount of time to provide assistance, including amount of time taken to drive to the store, shop, and deliver the groceries, prescriptions, or other supplies	Hours of staff or volunteer time to provide assistance, including delivery of groceries, prescriptions, or other supplies, not otherwise reported as Respite, to benefit a *family caregiver (whether used by the caregiver or by the care receiver)*. <mark>Note: Report the amount of time spent in providing the assistance and/or delivery that is not otherwise reported as Respite. If the program is purchasing groceries, supplies, or other items, please see Consumable Supplies definition for reporting on items purchased.</mark>

Service Description / Name	Service Definition	Unit Name	Unit Definition	COVID Example
Consumable Supplies	Provision of consumable supplies or material aid to benefit a family caregiver to meet basic necessities such as groceries, cleaning supplies, or continence items	Delivery	One delivery of assistance, regardless of the number of items in each delivery	Groceries, cleaning supplies, personal hygiene supplies (including soap, toothpaste, toilet paper, sanitary wipes, incontinence supplies), cell phone or internet access, or other items purchased to benefit a *family caregiver (whether used by the caregiver or by the care receiver).* <mark>Note: Report purchasing groceries, supplies, cell phone or internet access or other items with program funds. For reporting the amount of time spent in providing the delivery, please see Homemaker-Delivery definition.</mark>
Assistive Technology/ Durable Equipment/ Emergency Response	Durable Medical Equipment (chair lifts, wheelchairs, walkers, emergency response systems), anything given to or lent on a short-term basis, including technology or equipment provided to benefit a family caregiver	Item	One item of assistance	Items such as tablet computers, cellphones, other technology or devices purchased to benefit a *family caregiver (whether used by the caregiver or by the care receiver).* <mark>Note: Please report any expenditures related to cell phone or internet access plans under Consumable Supplies definition.</mark> Items may be reported here if providing the item itself is the service (e.g., a personal emergency response system) or if the item can easily be individually reported. If an item is already included as part of a direct service expenditure (e.g., a program includes a tablet computer as part of their larger program design and is reimbursed on a contracted unit rate basis), the expenditure for the item can be included in the other program's expenditure and does not have to be separately reported here.
Home Delivered Meal	A meal provided to benefit a family caregiver	Meal	One meal	Meals provided via home delivery, pick-up, carry-out or drive-through to benefit a *family caregiver (whether used by the caregiver or by the care receiver).*

SECTION IV. AAA OAAPS PROCEDURE DETAIL

Data and Definitions:

Each AAA is responsible for the collection and entry of the required OAA data and information for their agency. This responsibility includes reading and understanding the OAAPS SPR data elements, report definitions and transmittal requirements in the most recent OAAPS Reporting Requirements. Each AAA must also understand how to use the most recent version of the OAAPS SRT. The manual for this and the most recent **OAAPS Programmatic Service Definition/Unit** documen**t** is available here. See below for list of Registered and Non Registered Services

<mark>Service List by Demographic Data Requirement – Title III B/C/D</mark>

Services for Older Adults (Title III B/C/D)	
Registered Services, Demographic Data Required	**Non-Registered, NO Demographic Data Required**
1. Personal Care	10. Transportation
2. Homemaker	11. Nutrition Education
3. Chore	12. Information and Assistance
4. Home Delivered Nutrition	13. Health Promotion: Evidence-Based
5. Adult Day Care/Health	14. Health Promotion: Non Evidence-Based
6. Case Management	
7. Assisted Transportation	
8. Congregate Nutrition	
9. Nutrition Counseling	

- **Demographic data is required for services 1-9.**
- **Data on Activities of Daily Living (ADLs) and Instrumental Activities of Daily Living (IADLs) are required for services 1-6.**

Consumer Characteristic/Demographic Data to be Collected: Older Adult Services (Title - B, C, and D)	Consumer Characteristic/Demographic Data to be Collected: Older Adult Services (Title - B, C, and D)	Consumer Characteristic/Demographic Data to be Collected: Older Adult Services (Title - B, C, and D)
Age	Geographic Distribution	Household Status Missing
Age: <60	Rural	Ethnicity
Age: 60 -64	Non-Rural	Hispanic or Latino
Age: 65-74	Geographic Distribution Missing	Not Hispanic or Latino
Age: 75 - 84	Poverty Status	Ethnicity Missing
Age: 85+	At or Below Poverty	Race
Age Missing	Above Poverty	American Indian or Alaska Native
Gender	Poverty Status Missing	Asian
Female	Household Status	Black or African American
Male	Lives Alone	
Other	Lives with Others	
Gender Missing		

Consumer Characteristic/Demographic Data to be Collected: Older Adult Services (Title - B, C, and D)	Consumer Characteristic/Demographic Data to be Collected: Older Adult Services (Title - B, C, and D)	Consumer Characteristic/Demographic Data to be Collected: Older Adult Services (Title - B, C, and D)
Native Hawaiian or Pacific Islander	Minority Status Missing	2
White	ADL Limitations	3+
Race Missing	0-1	IADL Limitations Missing
Minority Status	2	Nutrition Risk Score (nutrition services only)
Minority	3+	0-5
Not Minority	ADL Limitations Missing	6+
	IADL Limitations	Score Missing
	0-1	

Service List by Demographic Data Requirement - Title III-E

Services for Caregivers of Older Adults and Older Relative Caregivers (caring for Children and Adults with Disabilities (age under 60) (Title III-E)	
Registered Services, Demographic Data Required	**Non-Registered Services, NO Demographic Data Required**
1. Counseling	6. Support Groups
2. Training	7. Assistance: Information and Assistance
3. Respite (all types)	8. Information Services (public)
3a. In-Home Respite	
3b. Out-of-Home Respite (day)	
3c. Out-of-Home Respite (overnight)	
3d. Other Respite	
4. Supplemental services	
5. Assistance: Case Management	

- **Aggregated unduplicated demographic data are required for services 1-5 combined. Note that respite services are broken down by type for reporting of people served, units of service and expenditures.**

Consumer Characteristic/ Demographic Data to be Collected: Caregiver Services (Title III-E)	Consumer Characteristic/ Demographic Data to be Collected: Caregiver Services (Title III-E)	Consumer Characteristic/ Demographic Data to be Collected: Caregiver Services (Title III-E)
Total	Age: 55 -59	Age: 75-84
Age	Age: 60-64	Age: 85+
Age: 18-49	Age: 65-74	Age: Missing
Age: 50-59		Gender

Consumer Characteristic/ Demographic Data to be Collected: Caregiver Services (Title III-E)
Female
Male
Other
Gender Missing
Geographic Distribution
Rural
Non-Rural
Geographic Distribution Missing
Poverty Status
At or Below Poverty
Above Poverty
Poverty Status Missing
Ethnicity
Hispanic or Latino
Not Hispanic or Latino
Ethnicity Missing
Race
American Indian or Alaska Native
Asian
Black or African American
Native Hawaiian or Pacific Islander
White
Race Missing
Minority Status
Minority
Not Minority
Minority Status Missing
Relationship
Husband
Wife
Domestic Partner, including civil union
Son/Son-in-Law
Daughter/Daughter-in-law
Sister
Brother
Grandparents
Parents
Other Relative
Non-Relative
Relationship Missing
Total Children Receiving Care

Consumer Characteristic/ Demographic Data to be Collected: Caregiver Services (Title III-E)
Total Adults with Disabilities Receiving Care

Data collection also means ensuring that all intake and registration and assessment forms used by the AAA and/or at the contractor level capture all of the ACL required data for the particular service being provided. Each AAA is also responsible for reviewing the data to ensure that data submitted to DAIL is complete, accurate, and conforms to the definitions and requirements established by the ACL. AAAs are expected to review their data entry throughout the year for completeness and accuracy and run reports and make changes as necessary to improve the completeness and accuracy of the reports. In order to allow time for each agency's internal review of OAAPS before it is submitted to DAIL, all demographic and service data for the reporting Federal Fiscal Year (FFY) must be entered into the individual agency's database **on or before October 29**.

Basic Data Integrity

1. Services must always be associated with expenditures, and expenditures must always be associated with services. Thus, AAAs must ensure that there is an expenditure in the AAA financial records for all service categories entered. For example, personal care services should not be reported if there is no personal care services expenditure in the financial records. Conversely, if personal care service expenditures are reported, service units must be reported. Within each AAA, business office staff and other management staff must communicate to ensure that there is an expense category for each service that is recorded in the database for OAAPS.
2. Ensure that knowledgeable staff (data management, program, and fiscal) review summary data.
3. Ensure that OAAPS expenditure data is consistent with financial audit information.
4. Please ensure ADLs, IADLs, poverty, Nutrition Risk score, ethnicity and race are recorded correctly for OAAPS SPR.
5. When the AAA enters OAAPS SPR data from a source other than their database, including financial data, the AAA must document the alternate data source and forward this to DAIL with attached analysis reports.
6. ***Note that once ACL has certified the state report, no data can be corrected or changed. For NSIP meals, this may have an impact on funding for the entire state.***

Each AAA will review the OAAPS SPR requirements, **including the service definitions and unit definitions contained at the end of the report, and ensuring that services, clients and expenditures are reported accurately and in accordance with the definitions.** As part of this process, each AAA shall designate one staff who will be responsible for joining the ACL Data Community, monitoring the community for changes in SPR requirements and procedures, and obtaining important resource and informational materials from the community, and relaying information obtained from the community to other AAA staff involved for AAA reporting.

Data for the OAAPS SPR report will be obtained through the on-going entry of data into your agency's database and, as necessary, from the appropriate AAA program and fiscal staff responsible for management and oversight of the various OAA programs and services. This includes the financial data that must currently be manually entered in the OAAPS SPR because it is not recorded in A&D. **Financial data as reported in OAAPS SPR must match the data reported in the AAA financial audit.** AAAs shall provide the financial data in the SPR format to the DAIL Business Office (BO) for review prior to entering it into OAAPS SPR. AAAs must enter and verify the expenditure data into OAAPS SPR.
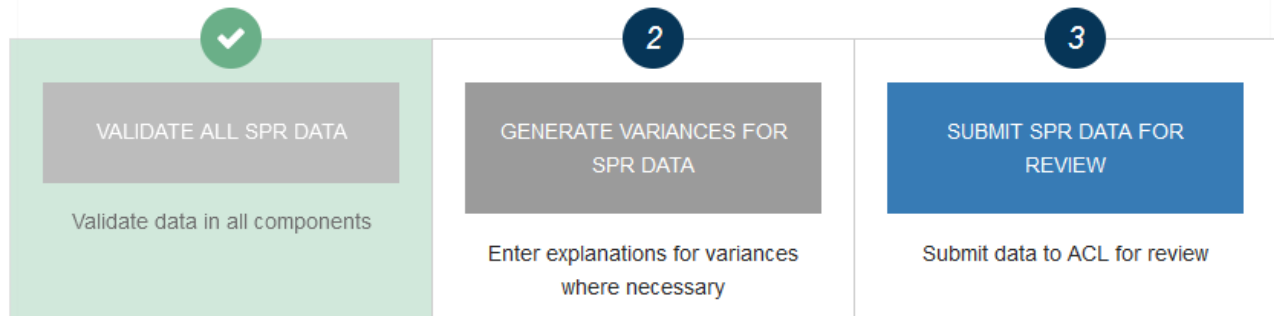
DATA ENTRY AND ANALYSIS

Uploading OAA data and running a SPR Report

Export data from your Agency's data base using a blank template found here

Log into OAAPS and from the Data Submission tab choose 'Manage Uploads' Once upload is complete, you can navigate to each SPR section on the left .

Once data is entered, revised as necessary you can navigate to the 'overview' tab to proceed with validation, generating variances, and submission.

Running/submitting/exporting OAAPS and analysis reports

All Analysis reports are found here, you must be logged into OAAPS to access your data and run reports.

Data Entry and Analysis instructional videos are located here

NEW Variance explanations are completed IN OAAPS SPR This is found in the data Submission tab of your OAAPS dashboard. Data Submission>Roll up Report> expand SPR Data (+)> Choose from sections where you would like to enter your explanation sample:

Section	Data Entry Status	Last Updated	Actions
Aging Network Profile	✓ No Significant Variances	08/17/2022 at 3:45 PM by tiffany.smith@portal.acl.gov	Update data
Older Adults	⊗ Variance Explanations Required	08/17/2022 at 3:45 PM by tiffany.smith@portal.acl.gov	Update data / Enter explanations
Caregivers of Older Adults	⊗ Variance Explanations Required	08/17/2022 at 3:45 PM by tiffany.smith@portal.acl.gov	Update data / Enter explanations
Older Relative Caregivers	⊗ Variance Explanations Required	08/17/2022 at 3:45 PM by tiffany.smith@portal.acl.gov	Update data / Enter explanations
Expenditures Overview	⊗ Variance Explanations Required	08/17/2022 at 3:45 PM by tiffany.smith@portal.acl.gov	Update data / Enter explanations

Requirements for Area Agency on Aging Review of OAAPS SPR Reports

A.   Once the required data have been entered into the appropriate database, the AAA must conduct an internal review of the data, which must include a comparison of the data reported in the prior FFY, including the core demographic, programmatic and financial data. After the AAA has entered its data (including expenditures, etc.) for the year, the following reports must be run from the OAAPS SRT:

   1. New OAAPS SPR report
   2. From the Analyze Reports section of the OAAPS SPR Reporter run:
           i. Yearly comparison;
          ii. Service Unit and Expenditures report.

Once the OAAPS SPR report has been run, the AAA shall run the reports listed above again, review and revise them until the AAA is confident that the OAAPS SPR report is correct. AAA reviewers shall look closely at increases and decreases of 10% or greater in people served, units or expenditures for possible necessary revisions to the report. AAAs must also review their reports and identify those data sets where there is 10% or greater missing data. The AAA shall submit the OAAPS SPR report along with copies of the final reports to DAIL. In addition, for any aspect of the reports submitted to DAIL that includes increases or decreases of 10% or greater, or 10% or greater missing data, the AAA shall attach a narrative providing a clear and comprehensive explanation for the increase, decrease, or 10% or greater missing data, including for missing data, the AAA's plans to achieve under 10% missing data.

AAA staff familiar with the history of the various programs and services being reported shall review data, including expenditures and service units. If any discrepancies are identified, the AAA will be responsible for investigating the cause of the discrepancy(ies) and making any necessary corrections **before submitting the OAAPS SPR report to DAIL**. If the AAA manually enters any data into its database (including modifications to OAAPS SPR raw data), these changes, including the alternative data source or methodology must be communicated via email with submission of reports to DAIL.

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B.   The AAA Executive Director or designee shall review the data for the AAA before submission to DAIL, including a comparison of the data for the current year to the data for the previous year and all other reports described in Section A above.

AAA validation of OAAPS SRT Data

If there were no manual additions or corrections to the data, the data would be internally and logically consistent. However, because all the data needed for reporting is not maintained within one database, some data must be entered manually into the OAAPS SPR reports. This means that AAA data management staff, program staff, and fiscal staff must review and validate relevant data elements.

Examples of data that is currently entered manually by Vermont AAAs:
- service expenditures and program income
- service units for congregate meals and for home delivered meals
- service units for information and assistance
- staffing profile

Each AAA must run OAAPS SPR reports from their own database and validate their own data. There is a Validate Report button in the OAAPS SRT which will validate that the data is internally and logically consistent. A OAAPS SPR report cannot be submitted until the report is electronically validated. Once validated, each AAA must submit the OAAPS SPR report via the submit button in OAAPS SRT. This will automatically show the submitted report in the DAIL OAAPS SRT. DAIL rolls up the individual AAA reports into a state report, reviews and validates and verifies the data, and submits the report to ACL via the submit button in OAAPS SRT.

During the course of the year, AAAs are expected to check the data on a regular basis to ensure that the AAA is keeping up with data entry and that the data are complete and accurate. The OAAPS SPR consumer listing report can be used to identify people missing OAAPS SPR data. There are a host of additional service reports that can be run to check for complete and accurate data.

SECTION V. DAIL OAAPS STATE REPORT PROCEDURE DETAIL

A. Upon receipt of each AAA OAAPS SPR Report, the DAIL State Unit on Aging (SUA) will coordinate the OAAPS report review committee including DAIL staff from the . Business Office (BO). The State Unit on Aging Director or designee is responsible for involving other DAIL staff as appropriate in this process.

DAIL State Unit on Aging (SUA) Director or designee will send a comprehensive summary of all discrepancies or questions to the AAA Executive Director for clarification or resolution. Any changes to the AAA OAAPS SPR Report will be made with the approval of the AAA Executive Director or designee. Revised reports will be run and submitted by the AAA to DAIL SUA along with the narrative explanation via email to: Tiffany Smith at tiffany.smith@vermont.gov.

Upon receipt of the revised AAA report and narrative, SUA will coordinate the OAAPS report review committee for a second review. The State Unit on Aging Director or designee is responsible for involving other DAIL staff as appropriate in this process.

B. Once all discrepancies/questions have been resolved for each AAA, the SUA shall submit the State OAAPS SPR to the ACL and work with ACL staff to achieve the final federal approval of the

State Report. This shall represent the final OAAPS SPR data for each AAA at both the state and federal levels.

SECTION VI. RESOURCES

OAAPS SPR Reporting Requirements
OAAPS SPR data elements are found here, information on data entry and analysis are found here, and additional technical resources are here

All AAAs are responsible for reviewing the authorizing language in the Older Americans Act for specific eligibility criteria and program requirements. For example, the OAA contains specific criteria and requirements for home-delivered and congregate (community) meals, and family caregivers. The OAA can be accessed at the ACL website: https://www.acl.gov/about-acl/authorizing-statutes/older-americans-act.

OAAPS SRT Manual
On the SRT website, you can access SPR reference materials from the resource tab you do not need an OAAPS account to access the resources- which includes technical and programmatic documents and instructional videos on how to use OAAPS. An account is required to create, view, and edit AAA reports. to request a login, contact tiffany.smith@vermont.gov

Programmatic Questions: tiffany.smith@vermont.gov
Technical Assistance: OAAPSHelpdesk@acl.hhs.gov

Acronyms

AAA	**Area Agency on Aging**
ACL	**Administration for Community Living** (formerly known as AoA-Administration on Aging). This is the federal agency that funds and monitors AAA services through the OAAPS reporting requirement.
OAAPS	**Older Americans Act Performance System:**
	OAAPS SPR The federally required annual OAAPS State Program Report (SPR)
	OAAPS SRT The software/State Reporting Tool (SRT) used to create the SPR.
DAIL	**Department of Disabilities, Aging and Independent Living**. This is the Vermont Department responsible for Long Term Care (LTC) programs including Older Americans Act programs reported through OAAPS.
SUA	**State Unit on Aging**. This a unit within DAIL responsible for oversight and support of AAAs.
OAA	**Older American Act**. This is the federal law regarding services to older people.
BO	**Business Office**. This is a unit within DAIL that deals with financial issues.
NFCSP	**National Family Caregiver Support Program**. This is a program defined by the ACL to provide services for caregivers.

SECTION VII. VERMONT SPR CLARIFICATION ARCHIVE (these are items that received requests for more detail to be provided for tracking and reporting purposes)

Contacts: Per the ACL definition, I&A 'contacts' include calls with reception in which information is shared AND voicemails left for people that include sharing information/assistance requested.

IIID Funding and Reporting: IIID can only FUND evidence-based programs. Any Health Promotion and Disease Prevention program the AAA supports (funding, staffing, outreach, etc.) whether

evidence-based or not can be counted in the SPR (persons served and expenditures). The SUA will be following up OAAPS annually by asking AAAs how many people were served by each individual evidence-based program.

Outreach: *OAA *Outreach* is provided as a one-on-one service
Other Services *Outreach* below is a group service that is not included in Information Services (caregiving), or Nutrition Education, or Health Promotion Disease Prevention ***Please refer*** to service definition sheet BEFORE entering data here to ensure the most appropriate service area for data entry.

Other Services – Service Names, Service Units, Mission/Purpose Category, Persons Served.
Please follow the guidelines for Other Services within this grid and be sure to write the service name, service unit name, and Mission/Purpose category exactly as outlined below. Note that capitalization matters:

Service Name	Service Unit Description (Up to 15 characters)	Mission/Purpose Category	Estimated Unduplicated Persons Served	Additional information
State Health Insurance Assistance Program	1 contact	other		
Home Modification	1 modification	other		OAA caps the amount of OAA Title IIIB funds that can be spent on home modifications per person at $150.00.
Senior Companion Program	1 hour	other	People served by senior companions. Do not include senior companions in this count.	
Retired Senior Volunteer Program	1 hour	other	People served by RSVP volunteers. Do not include volunteers in this count.	
Volunteer	1 hour	other	People served by volunteers. Do not include volunteers in this count.	This includes all agency-managed volunteers, except SCP and RSVP. Does NOT include volunteers of contractors.
Assistive Technology	1 device	other		Examples: adaptive computer, stove alarm, Lifeline,

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				wheelchair
Flexible Support	1 purchase	other		Examples: rent, utilities, medical bills, appliance, furniture or contracted service. This cannot include purchases with Title IIIB funds but can include use of state general funds.
In Home Support	1 hour	other		This category of service should not be used in Other Services if using Title IIIB funding. Title IIIB in-home support should be captured in Personal Care, Homemaker and Chore categories (see ACL definitions, page 23).
Elder Care Clinician	1 hour	other		
ERC Case Management	1 hour	other		