

NAPIS and STATE PROGRAM REPORT Frequently Asked Questions

Last updated: July 14, 2010

Example:

Other Units/Guests	
Eligible Units:	1.00
Inelig. Units:	.00
New Guests:	430.00
Total Units: 1.00	

REPORTING QUESTIONS

Q1: Our local newspaper interviewed our Caregiver Coordinator and wrote an informational article about our services. Should we be reporting this on the SPR?

A: Absolutely! This meets the definition of *Information for Caregivers* (1 unit = 1 Activity). Use the OAA Batch function to record 1 unit of service and your unduplicated client count . For activities directed at large audiences, Administration on Aging (AoA) only requires an estimate of unduplicated clients. Report a percentage of the circulation count for date article was published. Suggested aid: Census breakdown

Q2: How do I know if my OAA Provider is a rural, minority, or just a “plain” provider or not?

A: AoA provides the following definitions:

Rural Provider – Providers of services to clients who live in rural areas. Rural providers are not necessarily providers of services only to rural clients. They may also be providers of services to clients in urban areas. Rural is any area not defined as urban. Urban areas are densely settled territories of 50,000+ and incorporated areas/census area of 20,000+.

Inactive Provider	<input type="checkbox"/>
Provider Is AAA	<input checked="" type="checkbox"/>
Minority Provider	<input checked="" type="checkbox"/>
Rural Provider	<input checked="" type="checkbox"/>

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Q2: continued from prior page

Provider – An organization or person which provides services to clients under a formal contractual arrangement with an AAA or SUA. Under Title III-E, in cases where direct cash payment is made to a caregiver and the ultimate provider is unknown, the number of providers may be omitted.

Minority Provider – A provider of services to clients which meets any one of the following criteria:
1) A not for profit organization with a controlling board comprised at least 51% of individuals in the racial and ethnic categories listed below. 2) A private business concern that is at least 51 percent owned by individuals in the racial and ethnic categories listed below. 3) A publicly owned business having at least 51 percent of its stock owned by one or more individuals and having its management and daily business controlled by one or more individuals in the racial and ethnic categories listed below. The applicable racial and ethnic categories include: American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, or Hispanic.

Q3: What do I do if a Medicaid client dies and the OA case file is transferred for estate recovery before we have the OAA service units and/or the Medicaid home-delivered meals entered into OACCESS?

A: E-mail estate.admin@state.or.us and request the file be transferred to your branch so that you can enter the remaining units of service received by the client.

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Q4: What if, after I review and tell the state that my report is accurate - I find an error?

A: Contact the State Unit on Aging; if the SPR hasn't been uploaded to AoA they can manually edit the information.

Q5: Our OPI information is uploaded and reported but it is not an OAA service. Why do we report it?

A: AoA encourages reporting of all services provided by other fund sources as long as said funds are administered by the SUA and/or AAA for services meeting OAA service definitions, and provided to elderly individuals and caregivers.

Q6: Should we be reporting the home-delivered meals (HDM) we serve to Medicaid clients too? What about meals delivered to volunteers or under-age spouses of meal recipients?

A: Yes, HDM delivered to Medicaid clients, congregate or HDM provided to program volunteers and under-age spouses should all be reported in OACCESS. The data will auto-populate appropriate pages in the RAIN application.

Q7: Can I report the mealsite newsletter even though I only provide funding for the meal program? The newsletter contains healthful articles and mealsite activities.

A: A third-party publication is ineligible.

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FUNDING QUESTIONS

Q8: Do we report program income even if we don't spend it during the reporting year?

A: Yes. All funds earned as a result of the OAA program during the grant period are reported.

Q9: Our AAA arranged for another entity to reimburse mileage cost to assisted transportation drivers. Do we report these expenditures on the 150, page 2 "Other Cash" column even though the funds are not from our agency, nor do they "pass through" our finance department? Instead this other entity reimburses driver mileage costs directly to the driver.

A: Any sum of other cash funds received by the AAA or arranged for by the AAA to support the delivery of service is eligible and should be reported regardless of whether the funds "passed through the AAA. This would include ODOT's Special Transportation Funds (STF), funds from the County to provide services.

Q10: We lease our local senior center for \$1, and also charge fees for public and private use of the facility. Collected fees are used to support the Centers' operational costs – should we be reporting these too?

A: Yes, the amount of fees collected and used for Senior Center operational costs should be reported on *Matrix #80-1, Senior Center Assistance* as "Other Cash" or "OAA Cash Match" (your choice). The unit definition for *#80-1, Senior Center Assistance* is 1 unit = 1 Center Served; this unit needs

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reported. Create a batch for Senior Center Assistance and place one unit in the lower right-hand “guest” box.

Q11: Last year I reported units of service that our volunteers provided and I reported the hourly value of their volunteer time as “In-Kind Match”, but you contacted me and said we needed an expenditure associated with the service in order to report the client and unit count. Why?

A: Think broadly; all services have related expenses whether the service be provided by paid staff or by volunteer staff. The cost may be quite minimal for services provided by volunteers – but there are costs involved such as the cost of AAA staff time spent in coordination of the volunteers, time spent reporting the value of volunteer hours as “In-kind Match” and time spent documenting and/or input of service data. These are examples of eligible expenditure and AAA’s are encouraged to charge the appropriate funding source a sum for these efforts.