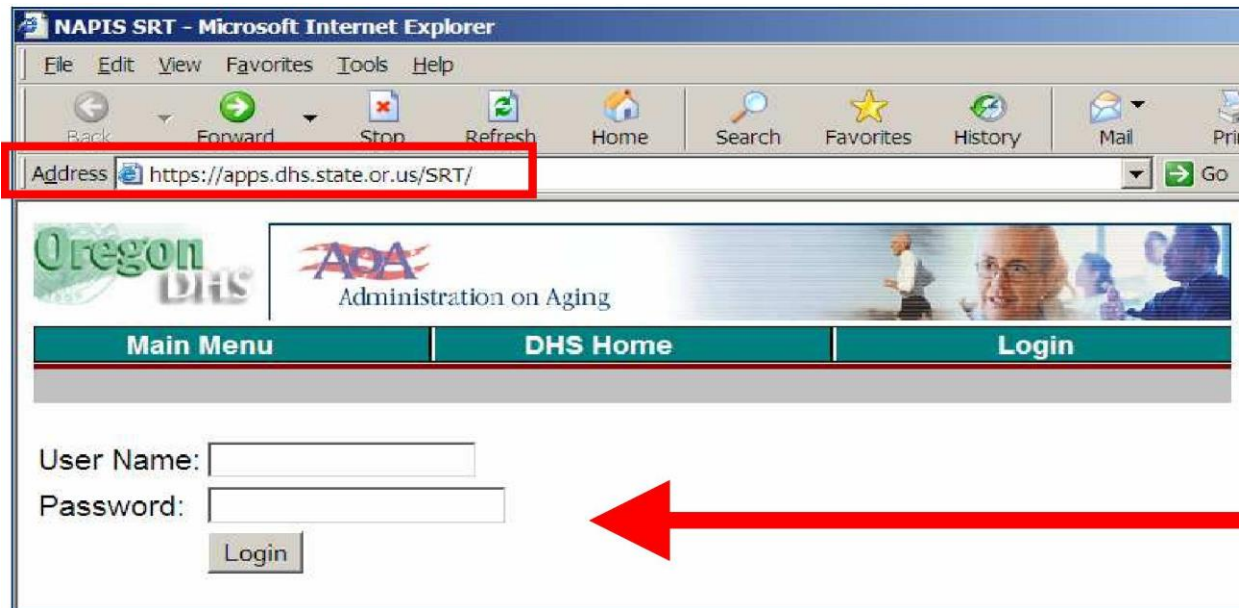


# Navigating through RAIN to complete your SPR

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 Lori Watt at 503.945.6237 ([lori.c.watt@state.or.us](mailto:lori.c.watt@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 IF](#)
- ▶ **NAPIS Reports**
  - [Section IIA](#) [Section IIB](#) [Section IIC](#) [Section IID](#) [Section IIE](#)
  - [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**

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

**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

- ▼ **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](#)

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

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.

- Enter Management Information**
- ~~Client Services~~
- ~~Caregivers Serving Children~~
- ~~Caregivers Serving Elderly~~
- Other Services
- Chapter
- AAA Staff
- Community
- Home and Community Accomplishments
- Elder Rights Accomplishments

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 Lori Watt [lori.c.watt@state.or.us](mailto:lori.c.watt@state.or.us) / 503.945.6237.