

Action Request Transmittal Aging and People with Disabilities



Ann McQueen

Authorized signature

Topic: Other

Subject: 2022 SPR and End of Year Deadlines

Number: APD-AR-22-040

Issue date: 8/26/2022

Due date: December 31,
2022

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: Types A and B | <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"/> Support Service Brokerage Directors | <input type="checkbox"/> Other (<i>please specify</i>): |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Action required:

State Program Report (SPR) Important Deadlines:

September 30, 2022 (by the end of the business day)

- Email the name(s) and contact information of those responsible for data entry and correction of consumer records, services, and unit received. Additionally, if the AAA staff person responsible for completion of your 148/150 report is not the individual to contact concerning expenditures reported in the SPR – please communicate the name of the fiscal representative too. (Email to rodney.b.schroeder@dhsosha.state.or.us)
- FINAL fiscal year-end 2022 148/150 report emailed to rodney.b.schroeder@dhsosha.state.or.us and to brenda.s.stuivenga@dhsosha.state.or.us. Final must be indicated by selecting the checkbox on page one of the 150.
 - The Office of Financial Services is closing out the biennium on September 9, 2022. Any new expenditure or updated 148/150 received after that time will have the expense pushed to FY 2023.

October 31, 2022 (by the end of the business day)

All service unit and data reconciliation must be completed. All requested corrections have been made and your individual NAPIS reports reflect the correct numbers (based on your 7/1/2021 – 6/30/2022 148/150 data).

- Unit and Expenditure reconciliation must be completed. An expenditure must be present for each relevant service line on Form 150, page 2 and the 148 page.
- Enter the Management Information and complete the SPR management and financial portion of GetCare.
- **Note: legal services data will be provided directly to CSSU by the various legal services providers and will not be required to be entered and/or validated by each AAA as part of their data review.**

November 30, 2022 (by the end of the business day)

- Your agency's written explanation for any services with a 10% or more increase or decrease in expenditures, clients served, or units provided is emailed to rodney.b.schroeder@dhsosha.state.or.us.
- Annual SPR must be finalized and saved in GetCare.

December 31, 2022

- Final Signed and Audited Form 148/150 report (Final and Audited boxes should be selected and signatures should be present at the bottom of Form 150, page 1). Form is to be emailed to rodney.b.schroeder@dhsosha.state.or.us and brenda.s.stuivenga@dhsosha.state.or.us.
- Annual Financial Report compliant with 2 CFR 200 (Super Circular) is to be emailed to rodney.b.schroeder@dhsosha.state.or.us and brenda.s.stuivenga@dhsosha.state.or.us.

NOTE: Your agency is contractually required to meet these deadlines; however, should your agency not be able to – **you are required to communicate this to the CSSU**. Please provide reason for missing the deadline and estimate of when report will be submitted.

Field/stakeholder review: Yes No

If yes, reviewed by:

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

Contact(s): Rodney Schroeder	
Phone: 541-305-3489	Fax:
Email: rodney.b.schroeder@dhsosha.state.or.us	