

Aging and People with Disabilities**Number: APD-AR-26-027****Authorized by:** Erika Miller**Issue date:** 9/24/2026**Subject:** 2026 SPR/OAAPS and End of Year Deadlines**Applies to (check all that apply):**

- | | |
|--|--|
| ☐ All ODHS employees | ☐ County DD Program Managers |
| ☐ Aging and People with Disabilities | ☐ Developmental Disabilities Services |
| ☒ Area Agencies on Aging: Type A and B | ☐ Self-Sufficiency Programs |
| ☐ Child Welfare Division | ☐ Support Service Brokerage Directors |
| ☐ Children's Intensive In Home Services | ☐ Stabilization and Crisis Unit |
| ☐ Children's Residential Services | ☐ Other (please specify): Enter Text |

Action required**SPR Important Deadlines****September 30, 2026 (by end of business day)**

- Email the name(s) and contact information of those responsible for data entry and correction of consumer records, services, and units received. These names are needed to provide access to the OAAPS module in GetCare. 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 cassandra.r.hutchinson2@odhs.oregon.gov)
- FINAL fiscal year-end 2026 148/150 report emailed to rodney.b.schroeder@odhs.oregon.gov and to brenda.s.stuivenga@odhs.oregon.gov. "Final" must be indicated by selecting the checkbox on page one of the 150.

October 31, 2026 (by end of business day)

All service unit and data reconciliation must be completed. All requested corrections have been made and your individual OAAPS reports reflect the correct numbers (based on your 7/1/2025 – 6/30/2026 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 required information on the OAAPS SPR reports including expenditure data in GetCare. See attached instructions and available recordings in GetCare Help Library.

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, 2026 (by end of 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 cassandra.r.hutchinson2@odhs.oregon.gov.
 - If your AAA offers Consumable Services and/or Other Services that are not specifically identified in the OAAPS report or any Family Caregiver Supplemental Services-Other, please include an explanation of what these services are in your explanation.
- Annual SPR must be finalized and saved in GetCare.

December 31, 2026

- 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@odhs.oregon.gov and brenda.s.stuivenga@odhs.oregon.gov.
- Annual Financial Report compliant with 2 CFR 200 (Super Circular) is to be emailed to rodney.b.schroeder@odhs.oregon.gov and brenda.s.stuivenga@odhs.oregon.gov.

Note: Your agency is contractually required to meet these deadlines. If you anticipate a challenge in doing so, you must communicate with CSSU in advance of said deadline.

Office Hours:

CSSU will host Office Hours at the following times to provide technical support to staff. Please use the Zoom link provided to drop in as needed.

Zoom Link:

<https://www.zoomgov.com/j/1657900100?pwd=xqRahb636ooLi3tMQErUvrGLbVFXaP.1>

Meeting ID: 165 790 0100

Passcode: 977447

Dates:

10/6: 10-11am

10/12: 2-3pm

10/23: 10-11am

10/28: 9-10am

10/29: 3-4pm

11/2: 1-2pm

11/12: 9-10am

Reason for action

States, AAAs, and other service providers are required to collect and report data on their OAA Title III (except Ombudsman) & Title VII Chapter 3 & 4 program activities under OAA Section 307 and Final Rule CFR 1321.9(b). ACL has implemented the national reporting system; Older Americans Act Performance System (OAAPS) for states to submit their aggregate data.

Reviewed by impacted parties? ☐ Yes ☒ No

If yes, reviewed by:

If you have any questions, please contact:

Contact(s): Cassandra Hutchinson

Email: cassandra.r.hutchinson2@odhs.oregon.gov

Oregon OAAPS/SPR Quick Reference

Previously recorded overview training available in the GetCare Help Library

OAAPS/NAPIS Module [Manage Files](#) [Edit](#)

[22-23 OAAPS Training Session 10.11.23.mp4](#) (MP4 Format)

[OAAPS Training Video 11.8.22.mp4](#) (MP4 Format)

Training Videos:

[NAPIS Module Training Video](#) (NAPIS Module Training Video)

Data Edits

All data entered into GetCare throughout the fiscal year is rolled into the OAAPS reports, this is called “source data”. Source data can be updated and OAAPS reports can be re-run to update incorrect data in the OAAPS reports or data can be manually updated in the OAAPS reports (validation of these edits is required). Reports that have been “locked” will not be updated with a data rerun – it’s important to leave the reports that include corrections in the source data or are affected by changes unlocked and to lock any reports that have been manually edited and that you don’t wish to change.

*****Pro-tip:** Print a copy of any manually edited reports before requesting a data re-run to capture report information in the event you forget to lock the report or only need a portion of the data updated.

Unduplicated Client Counts

In the Consumer Summary of each section (Older Adults, Caregiver of Older Adults, and Older Relative Caregivers) is a total count of persons served. It’s important that each AAA review this data for accuracy and make edits. If your AAA enters unduplicated client counts in the Service Recording module in the unregistered services overlay, this data will populate for you. It’s important to remember that this field in the OAAPS sums the unduplicated person count across all services.

***Unduplicated client means that this was the first time a consumer was served in the fiscal year. You can edit this data at the source (Service Recording). Or, if you have another method for counting unduplicated clients receiving non-registered services, you can manually enter this into the report.

Older Adults – Information and Assistance

AAAs should pull ADRC I&R call counts to combine with OAA Information and Assistance service units. The I&R Call Summary report can be pulled from the reports library for the fiscal year and the total of completed calls can be manually added to the total service units pulled from the source data. AAAs have the option of a one time annual pull and manually entry directly into the OAAPS report or may choose to pull the report quarterly and include in service recording which will automatically roll into the OAAPS data when reports are ran.

To locate the I&R call report: Operations>Reporting>Reports>I&R Follow-up & Stats Reports>Call Summary Report.

Older Adults – Other Services

Services offered using Title IIIB will be listed under Older Adult – Other Services. If you are unsure what services roll up to these categories, reference the [Oregon OA to GetCare Service Map](#) by filtering column D to “Other Services”. GetCare will autofill the available data, AAAs may edit persons served, units, and enter expenditures. *****Please don't change the Service Name, Service Domain, or Service Unit description as this is what allows the State report to sum together these categories for all offices.**

Adding OPI Services to GetCare

Oregon Project Independence (OPI) data will be manually entered into the “Other Services – Services Provided” section of the OAAPS Reports. It's important to enter the Service Name, Domain and Units exactly as listed below to allow the State report to sum.

Please use the following Service Names and Service Domains:

Service Name	Domain	Unit
OPI Home Delivered Meals	Health	Meal
OPI Nutrition Education	Public Education	Session
OPI Case Management	Other	Hours
OPI Homemaker (CEP)	Health	Hours
OPI Homemaker	Health	Hours
OPI Personal Care	Health	Hours
OPI Personal Care (CEP)	Health	Hours
OPI Health/Medical/Asst Tech	Assistive Technology/ Durable Equipment/ Emergency Response	1 Payment
OPI Asst Transportation	Other	One-way Trip

OPI Reg. Nurse Serv	Health	Hours
OPI Respite – Other	Other	Hours
OPI Chore – Health	Health	Hours
OPI Home Repair/Modify	Home Modifications/ Repairs	1 Payment

Expenditures should be listed as “Expenditure – Other: State expenditure” or “Program income expended” for any program income expended. ***When entering expenditure data, COVID relief funding (FFCRA, CARES, ARP, HDC5, VAC5, etc) should be included in the expenditure portion labeled “Other: Non-state expenditure”.

Caregiver of Older Adults and Older Relative Caregivers

Supplemental Services

For Supplemental Services provided, GetCare will autofill the available data. AAAs may edit persons served, units, and enter expenditures. *****Please don't change the Service Name, Service Domain, or Service Unit description as this is what allows the State report to sum together these categories for all offices.**

Respite

For respite services, AAAs will need to select the “View/Enter Respite Services” link on the Respite Report and fill in the individual data for each respite service offered.

Total Respite

Total unduplicated persons served	0
Total service units (Hours)	0
Title III expenditure	\$ 0.00
Other: State expenditure	\$ 0.00
Other: Non-state expenditure	\$ 0.00
Program income expended	\$ 0.00
Total expenditures	\$ 0.00
Total expenditure per hour	\$ 0.00

[View / Enter Respite Services](#)

	In-Home Respite	Out-of-Home Respite (day)	Out-of-Home Respite (overnight)	Other Respite
Total unduplicated persons served	0	0	0	0
Total service units (Hours)	0	0	0	0
Title III expenditures	0.00	0.00	0.00	0.00
Other: State expenditure	0.00	0.00	0.00	0.00
Other: Non-state expenditure	0.00	0.00	0.00	0.00
Program income expended	0.00	0.00	0.00	0.00
Total expenditures	0.00	0.00	0.00	0.00
Total expenditure per hour	0.00	0.00	0.00	0.00

Additional Tips:

Missing Demographics

Missing Demographic reports are available in the GetCare Library: Operations > Reporting > Reports then select the Client Reports menu on the left.

Report Name	Use
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D103.1 Missing OAAPS-SPR Demographic and All Assessment	Home Delivered Meals
D104.1 Missing OAAPS-SPR Demographic and Functional Assessment Report	Case Management, Personal Care, Homemaker Services
D103.1 Missing OAAPS-SPR Demographic and Nutritional Assessment Report	Congregate Meals
D103.1 Missing OAAPS-SPR Demographic Report	Family Caregiver Programs

Expenditures

For a quick reference on where to put expenditures from your 148/150:

Title III = Columns E-I on 150 page 2 (OAA Programs)

Other: State expenditure = Column L 'Special Purpose Appropriation'

Other: Non-state expenditure = Columns M-O (COVID Funding) and Columns Q and R (Other Cash Funds)

Program Income = Column P (Program Income)

*****Don't include columns S and T (In-Kind Amounts)**

Expenditures	
Title III expenditure	\$ 0.00
Other: State expenditure	\$ 0.00
Other: Non-state expenditure	\$ 0.00
Program income expended	\$ 0.00
Total expenditures	\$ 0.00
Total expenditure per unit	\$ 0.00