

Northeastern Illinois Area Agency on Aging Program Performance Reporting

The following is an overview of the key program reports required by the Illinois Department on Aging (IDOA) and Northeastern Illinois Area Agency on Aging (NEILAAA).

A. Illinois Department on Aging Program Reports: Submitted by NEIL AAA

1. Program Performance and Detail Services Report (PP&DSR) (Paper)

Purpose: contains cumulative year-to-date unduplicated persons and units for all Title III services (except ombudsman), including Area Agency on Aging direct services. Also contains cumulative year-to-date expenditures for all services. Compares actual persons and units to Area Plan projections. This is the final, closeout report for Title III service data.

The report is used by IDOA to complete the required Federal reports and to monitor and assess AAA financial and programmatic activity.

Data source(s): local provider NAPIS data for registered services; semi-annual program paper reports for unregistered services.

Due Dates: report is submitted as a part of the IDOA Financial Status Report three (3) times a year: April 30; November 30; and the last working day of March (closeout).

2. Administration on Aging National Aging Program Information System (NAPIS)

Purpose: The Older American Act (OAA) requires annual program performance reports from each State. The 1992 reauthorization of the OAA directed the Administration on Aging (AoA) to develop reporting procedures for use by the States. In response to this mandate, AoA developed a reporting system known as the National Aging Program Information System (NAPIS).

NAPIS is divided into two separate reports. The first report is known as the State Performance Report (SPR) and requires an accounting of performance under Title III. The second report is known as the State Annual Ombudsman Report and is the basis for the National Ombudsman Reporting System (NORS).

Due date: December 31: submitted electronically.

Data source: Local provider NAPIS data.

Report Content: shows units provided and persons served, including demographics, for registered services; unit and person data only for unregistered services. As of FY2009, registered services include: case management, congregate meals, home delivered meals, caregiver (IIIE) counseling services. Note: case management will no longer be funded by NEIL AAA as of 6/30/09.

3. Nutrition Semi-Annual Services Program Report (NSPR) (Paper)
(Congregate and Home Delivered Meals)

Purpose: contains cumulative year-to-date information on: number of meal sites; site types; site serving schedules; number of Nutrition Services Incentive Program eligible meals served by meal type.

The report is used by IDOA to complete the required Federal reports and to monitor and assess Area Agency on Aging programmatic activity.

Due Dates: April 30; November 28

Data source: unit and person totals are obtained from provider NAPIS Pak data; all other information is derived from the semi-annual provider program reports.

4. NSIP (Nutrition Services Incentive Program) Monthly Report (Paper)

Purpose: contains data on total number of C-1 and C-2 meals served to eligible persons. Provides the data needed to determine the Nutrition Services Incentive Program allocations.

Due Dates: Paper report due no later than the 30th day after the end of the month being reported.

Data source: local provider NAPIS data.

B. Area Agency on Aging Program Reports: Submitted by Provider Agencies

1. Semi-Annual Program Reports (Paper):

Purpose: provides units and person data, along with demographics. Compares actual performance to budgeted. Includes section on reporting staffing changes and service performance progress. Required for all services.

Two report types:

- a. Social Services Report
- b. Nutrition Services Report

Due Dates: April 10; October 10

Data Source: local provider data collection systems.

2. National Aging Program Information System (NAPIS):

Purpose:

To compile the data needed by NEIL AAA to complete the annual NAPIS report.

Data Source:

Innovative Data System's NAPISPAK 3.0 software is used by NEIL AAA and its local providers to track clients and services. Registered service and client data is collected at the local level and uploaded monthly to Innovative Data's corporate server.

Provider Posting Dates to Innovative Data System's Server:

| | |
|------------------------------|--------------------------------|
| Congregate Meals | 15 th of each month |
| Home Delivered Meals | 15 th of each month |
| Caregiver Counseling Center: | 28 th of each month |

3. Nutrition Services Incentive Program Data (NAPISPAK)

Purpose: to provide NEIL with data needed to prepare the IDOA Nutrition Services Incentive Program (NSIP) Monthly Report. Data includes number of meals served to congregate and home delivered meal recipients.

Congregate Meals:

Data to include the total number of meals that were served only to elderly participants, their spouses, volunteers working at the meal sites and handicapped or disabled individuals who have not attained 60 years of age, but reside in housing facilities primarily occupied by the elderly at which congregate nutrition services are provided for the month.

Home Delivered Meals:

Data to include the total number of meals that were served only to elderly participants and their spouses for the month.

Due Date: 15th of each month.

Data Source: NAPIS data is posted monthly to Innovative Data System's corporate server.