

## AAA4 BULLETIN

<b>TO:</b> AAA4 Funded Partners- Providing Registered Services	<b>NO:</b> <b>A4B2025- 07</b>
<b>SUBJECT:</b> Update to Data Reporting Procedures for Registered Services	
<b>DATE ISSUED:</b> July 31, 2025	
<b>REFERENCES:</b> A4B2017-00	<b>SUPERSEDES:</b> SFY 2025-29 RFP Program Applications (Congregate (Traditional & Non-Traditional) and Home Delivered Meals)
<b>PROGRAMS AFFECTED:</b> <input type="checkbox"/> ALL <input type="checkbox"/> Title III-B <input checked="" type="checkbox"/> Title III C-1 <input checked="" type="checkbox"/> Title III C-2 <input type="checkbox"/> Title III-D <input checked="" type="checkbox"/> Title III-E <input type="checkbox"/> HICAP <input type="checkbox"/> OTO <input type="checkbox"/> Other	
<b>PURPOSE OF BULLETIN:</b> <input checked="" type="checkbox"/> Amend Policy or Procedure <input type="checkbox"/> Clarification <input checked="" type="checkbox"/> Information	
<b>FOR INQUIRIES CONTACT:</b> AAA4's Data Team at <a href="mailto:datacollection@agencyonaging4.org">datacollection@agencyonaging4.org</a>	

The purpose of this bulletin is twofold:

1. To provide an updated Minimum Data Requirement document specifically for Registered Services under Titles III-C, and III-E.
2. To inform Nutrition Providers of several changes.

This bulletin applies specifically to Funded Partners providing Registered Services. Separate Bulletins address Non-Registered and Restricted Services.

Service Category	Service Unit	Data Classification
Traditional Congregate Meals	Meals served	Registered
Non-Traditional Congregate Meals	Meals served	Registered
Home-Delivered Meals	Meals delivered	Registered
Caregiver Access Assistance: Caregiver Case Management	Hours	Registered
Caregiver Support Services: Caregiver Counseling	Hours	Registered
Caregiver Supplemental Services: Caregiver Assessment	Hours	Registered
Caregiver Respite (all types)	Hours	Registered

**All Title III-C and III-E Registered Services:**

The Minimum Data Requirements document for Registered Services has been updated to reflect the current fiscal year. These can be found on AAA4’s website: <https://www.agencyonaging4.org/compliance-contract-forms>.

**ONLY Title III-C Registered Services:**

**Monthly MIS Reporting**

Previously, a monthly MIS Excel report called Nutrition MIS was required for Nutrition Providers to submit to AAA4 along with data entry into the GetCare system. As of July 1, 2025, Nutrition Providers are no longer required to submit this form.

**Updated Program Definitions**

The California Department of Aging (CDA) has updated the definition of both Congregate and Home Delivered Meals. The new definition will supersede what was written in the SFY 2025-2029 RFP Program Specification and Applications.

Specific to Congregate Meals (Traditional & Non-Traditional):

<b>CURRENT</b> definition of Congregate Meals per the RFP Program Specification and Application dated February 6, 2025:	<b>NEW</b> definition of Congregate Meals: Effective July 1, 2025
A meal provided to an eligible individual in a congregate group setting that: meets all of the requirements of the Older Americans Act and State/Local law; assures a minimum of one-third of the current Dietary Reference Intake; and complies with Dietary Guidelines for Americans.	Title III C-1 (Congregate Nutrition Services): nutrition services provided to older individuals in an in-person or virtual congregate setting. Services include meals, nutrition education, nutrition risk screening, and opportunities for socialization. Each meal shall provide one-third (1/3) of the Dietary Reference Intakes (DRI) and comply with the most current Dietary Guidelines for Americans (DGA). To be an eligible Title III C1 congregate nutrition site, the site must meet all of the following criteria: [22 CCR 7638.7(a)].

Specific to Home Delivered Meals (HDM):

<b>CURRENT</b> definition of Home Delivered Meals per the RFP Program Specification and Application dated February 6, 2025:	<b>NEW</b> definition of Home Delivered Meals: Effective July 1, 2025
A meal provided to an eligible individual in their place of residence that: meets all of the requirements of the Older Americans Act and State/Local law; assures a minimum of one-third of the current Dietary Reference Intake; and complies with Dietary Guidelines for Americans.	Title III C-2 (Home-Delivered Nutrition Services): nutrition services provided to frail, homebound, or isolated older individuals via home delivery or picked-up and consumed at their place of residence or otherwise outside of in-person or virtual congregating. Services include meals, nutrition education, and nutrition risk screening.

Questions and requests for technical assistance should be directed to AAA4’s Data Team.