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AAA4 BULLETIN

TO: AAA4-Funded Partners Providing Non-Registered Services	NO: A4B2023-06
SUBJECT: New Monthly Data Submission Deadline <u>and</u> Guidance for Collecting Clients' Veteran Status and Making Referrals	DATE ISSUED: September 13, 2023
REFERENCES: A4B2023-05 & A4B2021-05	SUPERSEDES: A4B2021-03
PROGRAMS AFFECTED: <input type="checkbox"/> All <input checked="" type="checkbox"/> Title III-B <input type="checkbox"/> Title III C-1/C-2 <input checked="" type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input type="checkbox"/> HICAP <input type="checkbox"/> MIPPA <input type="checkbox"/> Ombudsman VIIa <input type="checkbox"/> Elder Abuse Prevention VIIb <input type="checkbox"/> OTO <input type="checkbox"/> Other	
PURPOSE OF BULLETIN: <input checked="" type="checkbox"/> Amend Policy or Procedure <input type="checkbox"/> Clarification <input type="checkbox"/> Other: Informational	
FOR INQUIRIES CONTACT: AAA4 Data Team at datacollection@agencyonaging4.org	

The purpose of this Bulletin is: 1) to establish a new monthly data submission deadline, and 2) to provide guidance on new requirements related to clients' veteran status. This Bulletin is specific to Funded Partners providing Non-Registered Services; a separate Bulletin (A4B2023-05) addressed Registered Services. Currently, AAA4 is only funding Non-Registered services under Titles III-B and III-D as shown below.

Service Category	Primary Activity (Units)	Data Classification
Title III-B: Employment	Activities	Non-Registered
Title III-B: Outreach	Contacts	Non-Registered
Title III-B: Residential Repairs/Minor Home Modifications	Modifications	Non-Registered
Title III-B: Senior Information & Assistance	Contacts	Non-Registered
Title III-B: Transportation	One-way trips <u>or</u> vouchers redeemed for one-way trips	Non-Registered
Title III-D: Health Promotion	Activities	Non-Registered

Effective July 1, 2023, client information and service units will be due 10 calendar days after the end of each month (see A4B2021-05 for submission instructions). If there are circumstances beyond your control that create a hardship, please contact the data team to request an extension or a waiver. In the absence of a written extension or waiver, data submitted after the 10th calendar day shall be considered late. Late data submission may constitute a contract compliance concern; in such instances, the matter will be reported to the Joint Program Evaluation Committee (JPEC).

Effective July 1, 2023, pursuant to the passage of Assembly Bill 305 (Maienschein), the State Legislature now requires the California Department of Aging and other specified state agencies to include additional questions on intake forms to determine whether a person is affiliated with the Armed Forces of the United States and to refer them to the Department of Veteran Affairs so that they may inquire of potential veteran's benefits.

New Data Collection and Referral Requirements:

AB 305 stipulates the exact wording that must be used on any intake or application form:

1. An option for a person to indicate whether they are affiliated with the Armed Forces of the United States by asking both of the following:
 - “Have you ever served in the United States military?”
 - “Are you the spouse, legal partner, parent, or child of a person who is serving in or who has served in the United State military?”

2. A statement of potential eligibility to receive state and federal services, with contact information for the Department of Veterans Affairs:
 - “Contact the California Department of Veterans Affairs (CalVet) to determine eligibility for services and supports at www.calvet.ca.gov or 1-800-952- 5626.”

Complete Listing of Minimum Data Requirements for Non-Registered Services:

The required client information now consists of: Zip code (which will be used to establish whether the client resides in a rural area), date of birth, gender identity, sex at birth, sexual orientation, race, ethnicity, living arrangement, poverty status, and veteran status. Acceptable responses for each of these data fields are as follows:

Zip Code:	Five-digit ZIP for the client’s <u>physical</u> address [#####]
Date of Birth:	Two-digit month, two-digit day and four-digit year [mm/dd/yyyy]
Gender Identity:	Male Female Transgender Male to Female Transgender Female to Male Genderqueer/Gender Non-binary Other
Sex at Birth:	Male Female
Sexual Orientation:	Straight/Heterosexual Bisexual Gay/Lesbian/Same-Gender Loving Questioning/Unsure Other

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Minimum Data Requirements (continued):

- Race: White (Hispanic or Non-Hispanic)
Black
American Indian/Alaskan Native
Asian:
Asian Indian
Cambodian
Chinese
Filipino
Japanese
Korean
Laotian
Vietnamese
Other Asian
Pacific Islander:
Guamanian
Hawaiian
Samoan
Other Pacific Islander
[Check all that apply]
- Ethnicity: Hispanic/Latino
Not Hispanic/Latino
- Living Arrangement: Lives alone
Lives with others
- Poverty Status: Above the Federal Poverty Level
At or Below the Federal Poverty Level
- Veteran Status: Have you ever served in the United States military? Yes / No
Are you the spouse, legal partner, parent, or child of a person who is serving in or who has served in the United States military?
Yes / No

Any Funded Partner that is not already collecting this client information must begin doing so immediately. Funded Partners must ask clients to provide this information; however, clients are not required to provide it to them in order to receive services. Hence “Decline to State” is also an acceptable response.

Once you have updated the intake form(s) for your Non-Registered Service(s), please submit a copy to be filed with AAA4’s Contracts Team to: contracts@agencyonaging4.org

Questions should be directed to AAA4’s Data Team.