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AAA4 BULLETIN

TO: AAA4 Funded Partners	NO: A4B2021-05
SUBJECT: FY 2021-2022 Non-Registered Services Data Submission Instructions	DATE ISSUED: September 13, 2021
REFERENCES: A4B2021-03	SUPERSEDES: N/A
PROGRAMS AFFECTED: <input type="checkbox"/> All <input checked="" type="checkbox"/> Title III-B <input type="checkbox"/> Title III C-1/C-2 <input 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's Data Team: datacollection@agencyonaging4.org	

As initially noted in Bulletin A4B2021-03, Funded Partners providing Non-Registered Services are now required to submit monthly client information to AAA4, and the method for doing so will be via Microsoft TEAMS. This Bulletin is retroactive to July 1, 2021. Data for July and August may be submitted at each Funded Partner's earliest convenience, but **no later than October 10, 2021.**

In addition, these Funded Partners will need to provide AAA4 with the aggregate number of primary service units for each month and, if applicable, for each county served. The table below identifies the primary units for the Non-Registered Services currently being funded by AAA4.

Service Category	Primary Activity (Units)	Data Classification
Outreach	Communication (Contacts)	Non-Registered
Residential Repairs/ Minor Home Modifications	Jobs (Modifications)	Non-Registered
Senior Information & Assistance (I&A)	Information (Contacts) Assistance (Contacts) Follow-up (Contacts)	Non-Registered
Transportation	Rides (One-way trips <u>or</u> vouchers redeemed for one-way trips)	Non-Registered

Funded Partners will soon receive an email invitation from AAA4's IT Systems Specialist, Becky Stiles, to create a TEAMS account under AAA4.

Step-by-step instructions for creating a Microsoft TEAMS account are attached. Once the account is created, two folders should be visible – one named “General” and one with the Funded Partner’s name. Each Funded Partner folder is only accessible to members of that organization and authorized AAA4 Staff. Client information will be uploaded to these folders.

Client information is due the 10th calendar day of every month and shall only be submitted via Microsoft TEAMS to ensure data security. The collection of this additional client information replaces the need to report a monthly MIS.

Once the client information has been successfully uploaded to TEAMS, send an email to AAA4’s Data Team at datacollection@agencyonaging4.org to confirm the submission. In the same email, provide your aggregate service units by county; no narrative information is required. *Example: Home Modifications (Sutter): 4 units*

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