



1401 El Camino Avenue, 4th Floor, Sacramento, CA 95815
 Phone: (916) 486-1876 / Fax: (916) 486-9454
 www.agencyonaging4.com

Place date "RECEIVED" here

AAA4 BULLETIN

TO: AAA4-Funded Partners Providing Registered Services	NO: A4B2023-05
SUBJECT: New Monthly Data Submission Deadline <u>and</u> Guidance for Collecting Clients' Veteran Status and Making Referrals	DATE ISSUED: August 29, 2023
REFERENCES: Not Applicable	SUPERSEDES: A4B2021-07
PROGRAMS AFFECTED: <input type="checkbox"/> ALL <input checked="" 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	
PURPOSE OF BULLETIN: <input checked="" type="checkbox"/> Amend Policy or Procedure <input type="checkbox"/> Clarification <input type="checkbox"/> Information:	
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 Registered Services; a separate Bulletin addresses Non-Registered Services. Currently, AAA4 is only funding Registered services under Titles III-B, III-C and III-E as shown below.

Service Category	Primary Activity (Units)	Data Classification
Title III-B Case Management	Hours	Registered
Title III-C1 Traditional Congregate Meals	Meals served	Registered
Title III-C1 Non-Traditional Congregate Meals	Meals served	Registered
Title III-C2 Home-Delivered Meals	Meals delivered	Registered
Title III-E Caregiver SUPPORT:		
Caregiver Assessment	Hours	Registered
Caregiver Case Management	Hours	Registered
Caregiver Counseling	Hours	Registered
Title III-E Caregiver Respite (all types)	Hours	Registered

Effective July 1, 2023, client information and service units will be due (i.e., will be input into the GetCare database) 10 calendar days after the end of each month. 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 request permission to securely share their contact information with the Department of Veteran Affairs so that they may be notified of potential veteran's benefits.

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. An option for a person who identifies as being military affiliated, to give their consent to be contacted regarding eligibility to receive veterans benefits with the following statement:
 - “I consent to this agency and the California Department of Aging transmitting my name, email address, mailing address, and mobile telephone number to the Department of Veterans Affairs only for the purpose of receiving additional information on veterans benefits for which I may be eligible. I understand that this consent is valid for 12 months.”
3. 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.”

Veteran Information:

RTZ has added fields to the GetCare database for Veteran Status, Spouse of Veteran, Veteran Numbers (optional), and Veteran/Spouse Date of Consent in the demographics section. When the client gives their consent, the following contact information will be sent to Veterans Affairs:

- First Name
- Last Name
- Email address
- Mailing address
- Telephone number

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 for the data fields above. If no “Decline to State” option exists, simply leave the field blank.

To help Funded Partners develop fully compliant intake forms, AAA4 produces resource documents entitled *Minimum Data Requirements* that are intended to align with the sequence of fields as they appear in GetCare. Updated versions for Titles III-B & III-C and Title III-E are attached. Alternatively, Funded Partners may refer to similar guidance documents provided by the California Department of Aging; these are available at: https://aging.ca.gov/Providers_and_Partners/Area_Agencies_on_Aging/Reporting/

Once you have updated the intake form(s) for your 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.