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AAA4 BULLETIN

TO: AAA4 Funded Partners	NO: A4B2018-04
SUBJECT: Managing Client Information Video Conference	DATE ISSUED: June 6, 2018
REFERENCES:	SUPERSEDES: N/A
PROGRAMS AFFECTED: <input checked="" type="checkbox"/> ALL <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III C-1 <input type="checkbox"/> Title III C-2 <input type="checkbox"/> Elder Abuse Prevention VIIIb <input type="checkbox"/> Title III-E <input type="checkbox"/> HICAP <input type="checkbox"/> Title III-D <input type="checkbox"/> Ombudsman VIIa <input type="checkbox"/> OTO <input type="checkbox"/> Other	
PURPOSE OF BULLETIN: <input type="checkbox"/> Amend Policy or Procedure <input type="checkbox"/> Clarification <input checked="" type="checkbox"/> Other: ALERT	
FOR INQUIRIES CONTACT: Your Regional Services Specialist	

AAA4 has been working to update the data collection process to comply with new requirements and to better reflect the value of OAA funded programs and services.

On **Wednesday, June 27, from 9:30-11:30 a.m.**, we will conduct a video conference on processing client data reporting mandated by the Department of Aging. Guidance will be provided on:

- Determining eligibility
- Conduct intake and assessment
- Client prioritization planning
- Wait-list policies
- Tracking of service units
- Reassessment
- Measuring outcomes

Please be advised that AAA4 will no longer be providing a suggested intake form; instead, we will provide information to you about required data fields and help you make a decision on how to incorporate those required fields into your intake process. This may include several options, including:

- Use of the CDA suggested intake form with the addition of the data fields required beginning July 1, 2018
- Use of your organization’s existing intake form by including those data fields required by AAA4
- Use of the current fiscal year suggested intake forms with the addition of the data fields required beginning July 1, 2018

Participation is strongly recommended though not required. Prior to the video conference, you will receive the conference link and any distribution materials, which will be available for reference. Ongoing technical assistance will continue be available.

Please share this information with all appropriate staff, and contact your Regional Services Specialist with any questions or to request technical assistance.