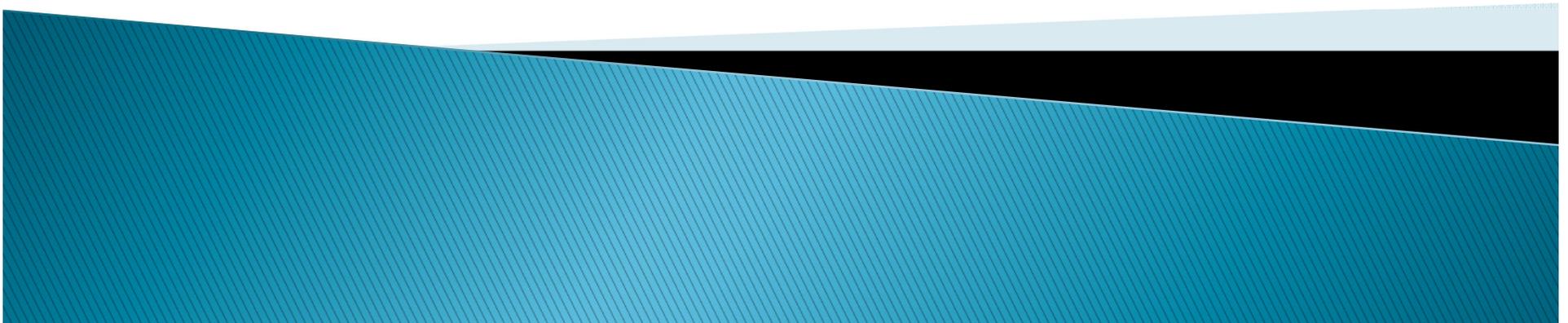


NAPIS Reporting

Area Agency on Aging 1-B



What is NAPIS?

- ▶ National Aging Program Information System
- ▶ Used to report participants and services at the state, AAA, and local level
- ▶ All services funded by AAA 1-B are required to report NAPIS units and demographic data



Services That Require Electronic Data Reporting/Client Level Units

- ▶ Adult Day Health Services
- ▶ Chore
- ▶ Congregate Meals
- ▶ Home Delivered Meals
- ▶ Grandparents Raising Grandchildren
- ▶ Volunteer Caregiver



Reporting Due Dates

- ▶ Quarter 1
 - January 10th
- ▶ Quarter 2
 - April 10th
- ▶ Quarter 3
 - July 10th
- ▶ Quarter 4
 - October 10th

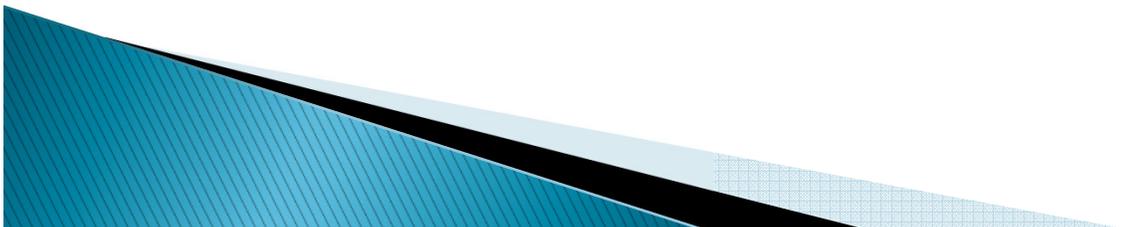
Enrollment files and
aggregate data are due
on the 10th!

NAPIS Client Registration Form

- ▶ If completed, provides all of the information needed for registration file
- ▶ Can be found on the AASA website at <https://www.osapartner.net/osaforms/content.aspx?sn=11&cn=NAPIS+Forms+and+Instructions>
- ▶ NAPIS Client Registration Forms
 - NAPIS Client Registration Form

Registration File – Quarter 1

- ▶ Submit all participants that received units in first quarter only
- ▶ There must be one registration record for each participant receiving services
- ▶ Participants must be registered for EACH service in which they receive services
- ▶ Start date MUST be the first date of the quarter (October 1st)



Registration File – Quarters 2, 3 & 4

- ▶ Only submit NEW, unduplicated, participants from the quarter
- ▶ Do not resubmit registrations for participants from previous quarters
- ▶ The start date must be in the current fiscal year and appropriate quarter



Registration Submission Rules

- ▶ When submitting registrations the following information is required:
 1. System generated ID
 2. If DBA is unknown, submit participant name and participant date of birth
 3. County Code
 4. Intake Date
 5. Service Start Date

System Generated ID

- ▶ Known as DBA
- ▶ If not entered in registration file the system will generate one for the participant
- ▶ Format is important!
 - DBA-xx-xxxx
 - The first three are letters
 - The middle two are numbers
 - The last four are numbers



County Codes

- ▶ This is a required field
- ▶ Do not leave blank
- ▶ Ensure that the correct county code is used

Livingston	47
Macomb	50
Monroe	58
Oakland	63
St. Clair	74
Washtenaw	81

Intake Date

- ▶ The first date of contact with participant
- ▶ This date never changes. It provides history of the participant's participation in federally funded programs
- ▶ For new participants, this date is required to be a date that is earlier or the same as the service start date
- ▶ Example: if a participant starts in November, the intake date can be October or November (no later months)



Service Start Date

- ▶ The date that services actual started
- ▶ Can be the same or later than the intake date
- ▶ Required to be a date in the current fiscal year



Unknown Information

- ▶ If there is information that you do not know, leave it blank
- ▶ *Do not enter a hyphen or n/a into a field*
- ▶ Example: Township code – leave blank if unknown. Not a required field.



Registration Submission

1. Go to www.osapartner.net
2. Select “secure file upload” tab on the left side of the page
3. Select file type “NAPIS Import File”
4. Select “Area Agency on Aging 1–B”
5. Specify whether there is a header row included
6. Attach file
7. Select “Upload”
8. A confirmation will pop up to let you know that it has been uploaded
9. Send an email to AAA 1–B Contracts & DSP Coordinator when a file is uploaded



Corrections

- ▶ If errors are found, you will be contacted via email on what needs to happen next
- ▶ If a participant already has a DBA in NAPIS you will be notified on which ID needs to be used



Submission Follow-Up

- ▶ After all errors are fixed, if any, you will receive an encrypted email with the System Generated IDs
- ▶ You will use the IDs in this file for the unit file
- ▶ In order to read the information in the email you will need to create user names/passwords
- ▶ You can upload your unit file after you receive this email from the Contracts & DSP Coordinator



Unit File Submission Rules

- ▶ Submit participants who received units only in that quarter
 - Note: this does not apply to Congregate Meals
- ▶ Ensure that the date on the file (service period date) is the last day of the quarter.
- ▶ Example: 1st quarter file date should be 12/31

Units Submission

1. Go to www.osapartner.net
2. Select “secure file upload” tab on the left side of the page
3. Select file type “NAPIS Import File”
4. Select “Area Agency on Aging 1-B”
5. Specify whether there is a header row included
6. Attach file
7. Select “Upload”
8. A confirmation will pop up to let you know that it has been uploaded
9. Send an email to AAA 1-B Contracts & DSP Coordinator when a file is uploaded



Corrections

- ▶ If errors are found, you will be contacted via email on what needs to happen next

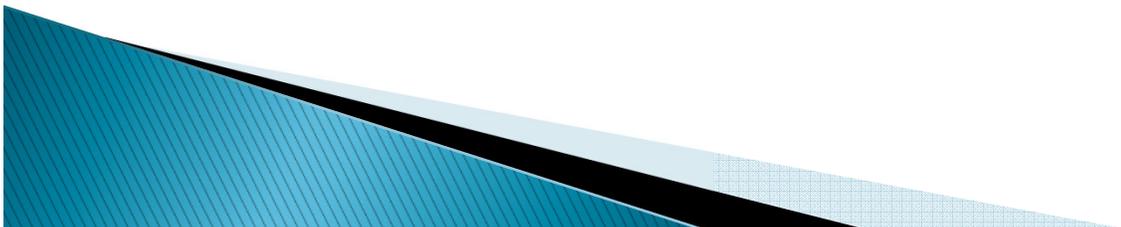


Verification

- ▶ After all corrections are fixed, if any, you will receive an email containing a unit report
- ▶ It will show:
 - Total clients served
 - Unduplicated client count
 - Total units
- ▶ Reply to this email whether you agree or disagree
- ▶ If you disagree, we will work to fix the numbers
- ▶ After verification is done, NAPIS reporting is complete!

Congregate Meal Units

- ▶ You submit a registration file for participants that received congregate meals
- ▶ A unit file is not needed
- ▶ Units will be listed in the Quarterly Programmatic Narrative that you send to NDReports



Reminders!!

- ▶ Verify all reporting numbers before reporting to us
- ▶ NAPIS numbers, Finance, and the CPR tool should ALL match
- ▶ All name and birthdate changes need to be communicated to the Contracts & DSP Coordinator
- ▶ Make sure you stay up to date with software updates



Questions?