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AAA4 BULLETIN

TO: AAA4 Funded Partners	NO: A4B2021-03
SUBJECT: New Data Requirements for Non-Registered Services	DATE ISSUED: June 8, 2021
REFERENCES: RFP: SFY 2021-2025, Section 4, Program Requirements and Expectations, Part II Program Parameters	SUPERSEDES: A4B2018-08
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	
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Beginning July 1, 2021, Funded Partners providing Non-Registered Services shall be required to submit client information directly to AAA4 as well as aggregate service unit data. Currently, this Bulletin only applies to the Title III-B service categories listed in the chart below, and within those categories, it only applies to the “primary activities” as shown (Legal Services are not listed because they are no longer classified as Non-Registered; a separate AAA4 Bulletin is forthcoming regarding new data requirements for Legal Services).

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); NOT Follow-up Contacts	Non-Registered
Transportation	Rides (One-way trips <u>or</u> vouchers redeemed for one-way trips)	Non-Registered

The newly required client information 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 and poverty status. Acceptable responses for each of these data fields are as follows:

Zip Code: Five-digit ZIP for the client's physical 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 or Transgender Female to Male
 Sex at Birth: Male or Female
 Sexual Orientation: Straight/Heterosexual, Lesbian, Gay, Bisexual, Questioning/Unsure or Other

 Race: White (Hispanic or Non-Hispanic)
 Black
 Asian
 Pacific Islander
 American Indian/Alaskan Native
 [Check all that apply]

 Ethnicity: White Groups: American, Canadian, European, Middle Eastern North African, South African, Australian or Other
Black Groups: East African, West African, Central African, Caribbean or Other
Hispanic/Latino Groups: Mexican, Cuban, Puerto Rican, Central American, South American, Spanish (from Spain) or Other
Asian Groups: Asian Indian, Cambodian, Chinese, Filipino, Japanese, Korean, Laotian, Vietnamese or Other
Pacific Islander Groups: Guamanian, Hawaiian, Samoan or Other
Native Groups: Alaskan Native, Cherokee, Mexican American Indian or Other
 [Check all that apply]

 Living Arrangement: Living Alone [Yes or No]
 Poverty Status: Living Below 100% of the Federal Poverty Level [Yes or No]

Any Funded Partner that is not already collecting this client information in a compatible format must begin doing so on July 1, 2021. Funded Partners must ask clients to provide this information; however, clients are not required to provide it in order to receive services. Hence “Decline to State” is also an acceptable response for each of the data fields above.

Client information will be due 10 calendar days after the end of each month, and Funded Partners shall submit this information to AAA4 using a pre-approved method to ensure data security.

Over the next few weeks, AAA4’s Data Team will meet with each Funded Partner individually via Zoom to discuss the most effective way to implement these new requirements.