



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

PLACE DATE
"RECEIVED" HERE

AAA4 BULLETIN

TO: AAA4 Funded Partners	NO: A4B2018-07
SUBJECT: Minimum Client Data Requirements	DATE ISSUED: June 27, 2018
REFERENCES: A4B2018-04; A4B2018-05	SUPERSEDES: N/A
PROGRAMS AFFECTED: <input type="checkbox"/> ALL <input type="checkbox"/> Title III-B <input checked="" type="checkbox"/> Title III C-1 <input checked="" type="checkbox"/> Title III C-2 <input type="checkbox"/> Elder Abuse Prevention VIIb <input checked="" 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 checked="" type="checkbox"/> Other TITLE III-B	
REGISTERED SERVICES ONLY	
PURPOSE OF BULLETIN: <input type="checkbox"/> Amend Policy or Procedure <input type="checkbox"/> Clarification <input checked="" type="checkbox"/> Other: INFORMATION	
FOR INQUIRIES CONTACT: Your Regional Services Specialist	

As the video conference on Managing Client Information has been postponed, we wanted to provide you with the following information on Minimum Client Data Requirements by service Title, as well as a translation of the Sexual Orientation/Gender Identity (SOGI) questions in Chinese, Spanish, Filipino, Vietnamese, and Russian provided through the HICAP program.

Previous AAA4 Bulletin A4B2018-05 provided an Inclusive Questions Suggested Script provided by the Department of Aging.

Attached are the Minimum Client Data Requirements for Registered Services for Title IIIC-1 and C-2, Title IIIB, and Title IIIE. This information represents the minimum client data for Older Americans Act-funded programs, and should be in addition to any information your organization is currently collecting for other funding sources.

As mentioned in AAA4 Bulletin A4B2018-04, AAA4 will no longer be providing a suggested intake form so you may incorporate the required fields into your intake process in ways that best fit your organization. As a reminder, you may:

- Use the CDA suggested intake form, adding the SOGI questions until CDA has published an update of their suggested intake form. The current form is posted on AAA4’s website page for Funded Partners at <http://agencyonaging4.org/aaa4-forms/>
- Use your organization’s existing intake form, adding the SOGI and any other AAA4 required data fields. If your organization is selecting this option, please submit your intake form to your RSS for review and approval.

Funded Partners must ask all clients to voluntarily provide responses to the required data fields; however, Decline to State is an acceptable response provided it is documented on the intake form.

Once the video conference is rescheduled, your organization will be notified.