

BRANCH-ST. JOSEPH AREA AGENCY ON AGING (III)
NAPIS REPORTING REQUIREMENTS

Cluster I Service Reporting Requirements

Cluster I Services include:

- Care Management
- Case Coordination & Support
- Personal Care (collectively called Home Care Assistance)
- Homemaker (collectively called Home Care Assistance)
- Chore Services
- Home Delivered Meals

Client registration and units by client are required for all Cluster I services. Client type is Care Recipient.

1. Client registration data should be submitted by the 10th of every month (for the previous month of service) in a text file. The text file should contain 226 fields and be formatted as described on pages 7-11 in the "*Specifications for ASCII Files For Electronic Submission of NAPIS Data*".
2. Units by client data should be submitted by the 10th of every month (for the previous month of service) in a text file. The text file should contain 46 fields and be formatted as described on page 12 in the "*Specifications for ASCII Files For Electronic Submission of NAPIS Data*".

Cluster II Service Reporting Requirements

Cluster II Services include:

- Congregate Meals
- Nutrition Counseling
- Assisted Transportation/Escort

Client registration data and Nutritional Risk Assessment data is required for all Cluster II services. Units of service are reported in the aggregate. (Short NAPIS form)

1. Client registration data should be submitted by the 10th of every month (for the previous month of service) in a text file. The text file should contain 226 fields and be formatted as described on pages 7-11 in the "*Specifications for ASCII Files For Electronic Submission of NAPIS Data*".
2. Units of service are reported in the aggregate. Complete the Cluster II and III Services Worksheet and submit by the 10th of every month (for the previous month of service).

Cluster III Service Reporting Requirements

Cluster III Services include:

- Disease Prevention/Health Promotion
- Home Repair
- Legal Assistance
- Senior Center Staffing
- Transportation

Client registration is NOT required for Cluster III services. Cluster III clients are reported as an estimated unduplicated count. Units of service are reported in the aggregate. (As outlined in the Cluster II and III Services Worksheet).

Cluster IV Service Reporting Requirements

Cluster IV Services Include:

- Adult Day Care
- Counseling
- Caregiver Supplemental
- Caregiver Education, Support & Training
- In-Home Respite
- Kinship Care

Client registration and units by client are required for all Cluster IV services. Client type is Caregiver.

1. Client registration data should be submitted by the 10th of every month (for the previous month of service) in a text file. The text file should contain 226 fields and be formatted as described on pages 7-11 in the "*Specifications for ASCII Files For Electronic Submission of NAPIS Data*".
2. Units by client data should be submitted by the 10th of every month (for the previous month of service) in a text file. The text file should contain 46 fields and be formatted as described on page 12 in the "*Specifications for ASCII Files For Electronic Submission of NAPIS Data*".

For those providers who do not submit electronic files, paper files must contain the name of the care recipient, name of caregiver, service provided and number of units provided. A 2 page NAPIS registration form is required for each new client.