Date: November 10, 2021

To: Area Agencies on Aging Executive Directors
Area Agencies on Aging Directors

From: Office of Area Agencies on Aging – AES Community Access

Subject:
   1. State Program Report (SPR) Guidelines for FFY 2021
   2. FFY 2021 SPR Data Validation Instructions

This information is shared with Area Agencies on Aging (AAA) Executive Directors and the AAA Directors. Distribute to all staff and contractors as deemed necessary.

Please direct any questions regarding the policy information in this broadcast to the AAA Help Desk (AAA.Help@hhsc.state.tx.us).

All broadcasts are posted on the following website:
1. SPR AAA Report Guidelines

In preparation for the state’s submission of the annual federal State Program Report (SPR) to the Administration for Community Living (ACL), each AAA must:

- Submit their SPR using the WellSky State Reporting Tool (SRT) user interface, and
- Include a brief narrative in the Two-Year Comparison Report explaining each variance that exceeds the 10 percent threshold.
  
  o AAAs can submit their narrative to the AAA Help Desk at AAA.Help@hhsc.state.tx.us.

In addition, included in the email are the SPR guidelines and instructions for how to review and submit the SPR and a list of AAA staff with SRT Tool login permissions.

The SPR must be submitted to the AAA Help Desk **no later than 10:00 am CST, Monday, November 22, 2021.**

2. SPR Data Validation

The Office of Area Agencies on Aging (OAAA) is providing AAAs with six (6) data reports generated from SPURS for the FFY 2021 period to conduct data validation and concurrent clean up in SPURS. Included in the email are instructions to conduct this review.

The data validation must be completed in SPURS and notification submitted to the AAA Help Desk **no later than COB, Monday, December 6, 2021.**

For questions regarding any of the information in this broadcast or to request a change (add/delete) to the SRT Tool login permission list, please send an email to the AAA Help Desk AAA.Help@hhsc.state.tx.us.