To: [X] Area Agency on Aging Directors  

**PROGRAM INSTRUCTION**

- **Number:** 93-PI-27  
- **Date:** July 8, 1993  
- **Supersedes:**  
- **Response Due Date:** August 2, 1993

**Subject:** Registration for Regional CAARS Training  

**Programs Affected:**

- Title III-B [ ]  
- Title III-C-1 [ ]  
- Title III-C-2 [ ]  
- Title III-D [ ]  
- Title III-F [X]  
- CSE [ ]  
- SNAP [ ]  
- Energy [ ]  
- EISEP [ ]  
- All [X]  

**Contact Person:** Maureen Cellery  
**Telephone:** (518) 473-5705

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**PURPOSES:**

As indicated in 93-IM-44, the State Office for the Aging will conduct regional CAARS training at seven (7) locations during September 1993. The purposes of this Program Instruction are to provide further information about this training and to transmit Registration instructions.

**BACKGROUND:**

Because of the regional nature of the training, we intend to adapt the training to respond to individual Area Agency needs and resources. The overall training curriculum is being designed based on responses to last year’s survey of AAAs, the on-site focused assessments of local reporting systems and an analysis of data reported by AAAs. 93-PI-23 transmitted a CAARS Questionnaire (due in this Office by July 14th) which will provide us with the latest information available to further assist us in setting up the regional formats.

The primary focus of the training will be on improving the quality of reported **fiscal/expenditure** data. We will discuss data collection techniques and cost allocation methods that will be applicable to all AAAs including those with manual systems. We will also introduce a template developed using LOTUS 123. SOFA will provide software and hardware for hands on practice at each training site. In addition, opportunities will be built into the training agenda for discussion of other concerns related to CAARS.
AGENDA:

9:00 AM Registration

9:15 - 9:30 Overview of the Consolidated Area Agency Reporting System (CAARS) including the relationship of planning documents and input reports to output reports.

9:30 - 9:45 Review the results of the CAARS Questionnaire -- results compiled for all AAAs and for AAAs at training site

9:45 - 10:30 CAARS Fiscal Reporting (OFA#358"CAARS Quarterly Report -- A review of principles and techniques for completing pages 2 and 3 of the CAARS Quarterly Report).

10:30 - 10:45 Break

10:45 - 12:00 Introduction/demonstration of Spreadsheet Template--Overheads and handouts will be used to demonstrate use of SOFA developed LOTUS 123 template to calculate and print out sections of the CAARS Quarterly Reports.

12:00 - 1:00 Lunch (on your own)

1:00 - 2:00 Hands on Practice use of SOFA software. We anticipate bringing 5 to 6 portable computers with us for these sessions. We will also provide each AAA at the training a disk copy (3.5") of the template with instructions.

2:00 - 2:30 Integration of fiscal, service and demographic data. This section will focus on steps that should be taken to ensure that units of service, expenditures and client information "tie-in".

2:30 - 3:30 Individual discussion/Technical assistance including comparison of CAARS expenditures to vouchered expenditures and topics of your choice.

REQUIRED ACTION:

Please complete and return the attached "CAARS Training Registration" form to Maureen Cellery, NYSOFA, Empire State Plaza, Agency Bldg. #2, Albany, NY 12223-0001 by August 2, 1993. Attendance by appropriate staff at this training will assist AAAs in ensuring compliance with Federal and State reporting requirements. Contact Maureen if you have any questions about the training location for your staff.

Attachments: Training Locations and CAARS Training Registration

LPO/OSSD
<table>
<thead>
<tr>
<th>COUNTIES INVOLVED</th>
<th>LOCATION SITE</th>
<th>DATE</th>
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<tbody>
<tr>
<td>Nassau, Orange, Putnam, Rockland, Suffolk, Sullivan, Westchester</td>
<td>Westchester County Office for the Aging 214 Central Avenue White Plains, NY Phone: 914-682-3050</td>
<td>Wednesday, September 8, 1993</td>
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<tr>
<td>Albany, Columbia, Dutchess, Fulton, Greene, Montgomery, Rensselaer, Saratoga, Schenectady, Ulster</td>
<td>Empire State Plaza Meeting Room #4 Albany, New York Phone: 518-474-4759</td>
<td>Thursday, September 9, 1993</td>
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<tr>
<td>Clinton, Essex, Franklin, Jefferson, Lewis, St. Lawrence, St. Regis, Warren/Hamilton, Washington</td>
<td>The Hotel Saranac 101 Main Street Saranac Lake, NY 12983 Phone: 800-937-0211</td>
<td>Tuesday, September 14, 1993</td>
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<tr>
<td>Broome, Chemung, Chmango, Delaware, Otsego, Schoharie, Tioga, Tompkins</td>
<td>Howard Johnson Inn 3601 Vestal Parkway East Vestal, NY 13850 Phone: 607-729-6181</td>
<td>Thursday, September 23, 1993</td>
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<tr>
<td>Cattaraugus, Chautauqua, Erie, Genesee, Monroe, Niagara, Orleans, Seneca Nation, Wyoming</td>
<td>Hyatt Regency-Buffalo Two Fountain Plaza Buffalo, NY 14202-2290 Phone: 716-856-1234</td>
<td>Tuesday, September 28, 1993</td>
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<tr>
<td>Cayuga, Cortland, Herkimer, Madison, Oneida, Onondaga, Oswego</td>
<td>Quality Inn North 1308 Buckley Road Syracuse, NY 13212 Phone: 315-451-1212</td>
<td>Wednesday, September 29, 1993</td>
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CAARS TRAINING REGISTRATION

Area Agency: ______________________________

Number Attending: ______

Persons attending:

Name: ___________________  Title: ___________________
Name: ___________________  Title: ___________________
Name: ___________________  Title: ___________________
Name: ___________________  Title: ___________________

Area Agency Contact Person: ___________________  Phone # ___________________

Return by August 2, 1993 to: Maureen Cellery
NYSOFA
Empire State Plaza
Agency Bldg. #2
Albany, NY 12223-0001

OSSD