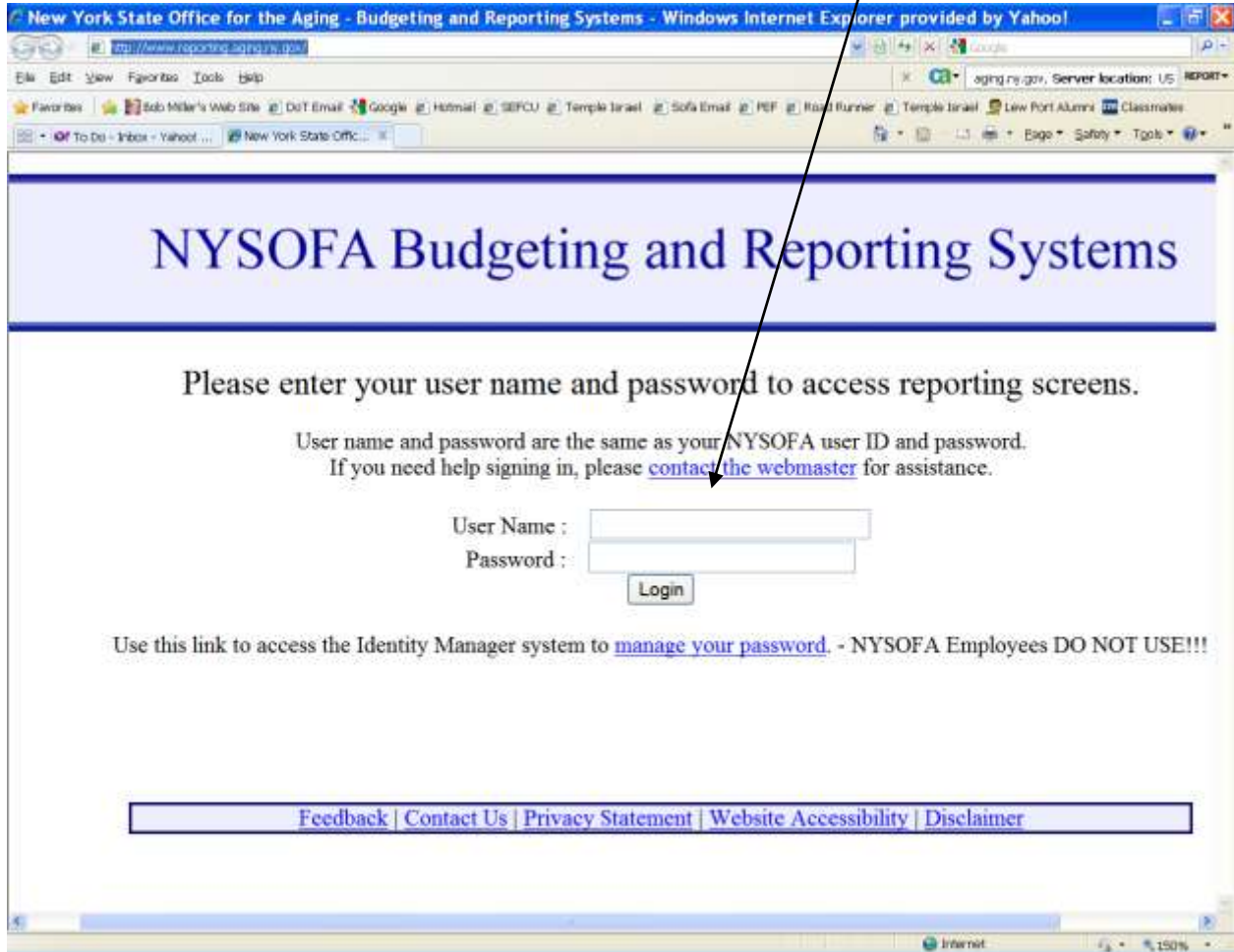


**NYSOFA Budgeting and Reporting Systems** Staff use their individual NYSOFA IDs and passwords to log in. The CAARS and AIP forms are available for data entry and correction. Additionally several reference documents are available here. The link for this is: <http://www.reporting.aging.ny.gov>.

To begin, enter your NYSOFA user name and password, (AAARIN)



The screenshot shows a web browser window titled "New York State Office for the Aging - Budgeting and Reporting Systems - Windows Internet Explorer provided by Yahoo!". The address bar shows the URL <http://www.reporting.aging.ny.gov>. The page content includes a large blue header with the text "NYSOFA Budgeting and Reporting Systems". Below the header, the text reads: "Please enter your user name and password to access reporting screens." followed by "User name and password are the same as your NYSOFA user ID and password. If you need help signing in, please [contact the webmaster](#) for assistance." There are two input fields: "User Name :" and "Password :", each with a corresponding text box. A "Login" button is positioned below the password field. Below the login fields, the text says: "Use this link to access the Identity Manager system to [manage your password](#). - NYSOFA Employees DO NOT USE!!!". At the bottom of the page, there is a navigation bar with links for "Feedback", "Contact Us", "Privacy Statement", "Website Accessibility", and "Disclaimer".

Next select the area you wish to use. Note you also have links to the other NYSOFA web sites. To begin we'll use CAARS

NYSOFA Reporting Systems - Main Menu - Windows Internet Explorer

http://www.reporting.agency.ny.gov/index.cfm

File Edit View Favorites Tools Help

NYSOFA Reporting Systems - Main Menu


# NYSOFA Budgeting and Reporting Systems

## Main Menu

If you are having trouble reading this menu, please use our [text only menu](#). [Logout](#)

**Please make a selection:**

- CAARS Quarterly
- AIP and Budget Modifications
- ARRA

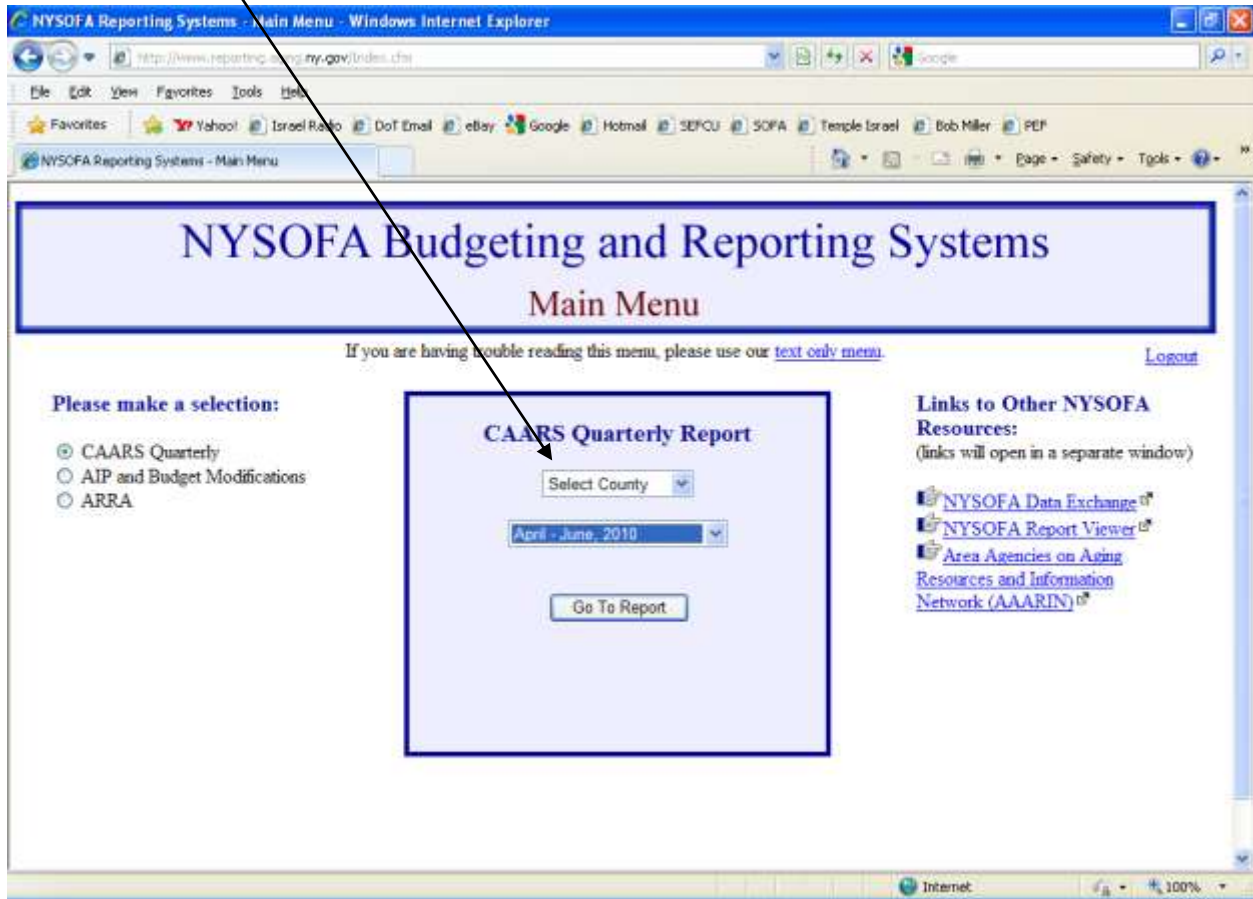


**Links to Other NYSOFA Resources:**  
(links will open in a separate window)

- [NYSOFA Data Exchange](#)
- [NYSOFA Report Viewer](#)
- [Area Agencies on Aging Resources and Information Network \(AAARIN\)](#)

Done Internet 100%

Once you're in CAARS the center graphic will change to a dialog screen where you can pick your county and the program period. For this I've selected the first quarter. If you had selected the AIP and Budget Modifications the page would appear the same but you would use the program year.



Once in you use the provided reference material, do data entry and review your work

The screenshot shows a web browser window titled "CAARS Quarterly Data Entry Tool - Main Menu - Windows Internet Explorer". The address bar shows the URL: <http://www.reporting.sony.ny.gov/Quarterly/2010/Forms/QRTMainMenu.cfm>. The browser's Favorites bar includes links to Yahoo!, Israel Radio, DoT Email, eBay, Google, Hotmail, SEFCU, SOFA, Temple Israel, Bob Miller, and PEP. The main content area features a large blue-bordered box with the title "NYSOFA Budgeting and Reporting Systems" and subtitle "CAARS Quarterly Main Menu". Below this, there are navigation links: "Back to Reporting Main Menu" and "Logout", and a session status box: "CURRENT SESSION: Albany | April - June, 2010 | External Area Agency Server". The page is divided into three main sections: "Reference Material", "Data Entry", and "Tools".

**Reference Material**

- [View/print a copy of the 2010 CAARS guide.](#)
- [View/print a copy of the 2010 CAARS forms.](#)
- [View/print a copy of the Standard Definitions for Service and Units of Service.](#)

Note: You Must have Adobe Acrobat Reader Version 5.0 or later installed on your computer. Click on the button below to get this free software.



**Data Entry**

Select a page to edit:

- Page 1
- Page 2
- Page 3

[Go to the Selected Page](#)

**Tools**

Check for Errors:

[Page 1](#) | [Page 3](#) | [All Errors](#)

Quarterly report has been submitted.

Please contact NYSOFA if you need to make changes.

[Go To Reports](#)

We've gone to the first CAARS page. Once open you'll see on the blue tool bar a number of choices from returning to the main menu, to being able to check out references, select a page, check for errors under Tools, print and log out. After you've completed the page but always before you leave it, click on Save Changes.

Area Agency Quarterly Report - Page 1 - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.reporting.aging.ny.gov/Quarterly/2010/forms/QRTPage1.cfm

Most Visited Bob Miller's Web Site

Area Agency Quarterly Report - ... Local news reports, video and lottery r ... Local news reports, video and lottery r ...

## NYSOFA Budgeting and Reporting Systems

### CAARS Quarterly Reporting

CURRENT SESSION: Albany | January - March, 2011 | External Area Agency Server

Back to Menu - References - Select Page - Tools - Print This Page Logout

**Save Changes**

Area Agency Quarterly Report For State Fiscal Year: 2010 to 2011  
NYSOFA #358 Rev. (04/2010) New York State Office for the Aging  
Area Agency: Albany

**Part 1 - Operations**  
A. Period Covered - 01/2011 to 03/2011

Report is: [  ] Original [  ] Revision Date Submitted:

Quarter Reported: 1st: [  ] 2nd: [  ] 3rd: [  ] 4th: [  ]

**B. Identification**

1. Area Agency: Albany
2. County Code: 01
3. Completed by: \_\_\_\_\_
4. Title: \_\_\_\_\_
5. Area Code & Phone: \_\_\_\_\_
6. Email Address: \_\_\_\_\_
7. Director Review:

Done