OPERATOR: Good afternoon and thank you all for holding. Your line has been placed on a listen-only mode until the question-and-answer portion. At that time, if you would like to ask a question, please press star-one. I would like to remind all parties the call is now being recorded. If you have any objections, please disconnect at this time. And I would now like to turn the call over to Kristin Hudgins. Thank you, you may begin.

KRISSY HUDGINS: Thank you so much. Hi, everyone, my name is Krissy Hudgins, and I work for the Administration for Community Living in the Office of Performance and Evaluation, and I work really closely with the Title VI Office on a lot of data-related things. I'm sure you've heard me talking a lot about PPR stuff. And today is no different, I will be talking about a new tool that we have created, and before we get all into that, I would like you to—I would like to introduce you to my co-presenter, Tyler Matney.

TYLER MATNEY: Hi, yeah, I'm Tyler Matney, I'm with New Editions Consulting. We're a contractor and have been helping Krissy with the data collection tools. And today we're going to showcase a couple of them that we have already developed for you. We can talk about some that are coming in the future.

KRISSY HUDGINS: Absolutely. So couple of reminders, if you have any questions, please feel free to put them in the chat throughout the presentation. Also, after each section that we're going to be presenting, we'll open up the line, so feel free to ask your questions then as well. We want to make sure that, you know, we don't get too far ahead, and people forget their questions. And then, last but not least, everything in this presentation will be posted to Older Indians in a couple of weeks after Teya has had an opportunity to make sure that it's all 508-compliant and all of that good stuff.

So without further ado, we are going to get started. We're going to walk through some resources that we have helped—er, that we've created to help you collect data specifically for the new PPR. And a reminder that the new PPR data collection is—it started April 1st of 2020 and it'll go through April 1st of 2021, so that's when you'll be expected to report on this new data. So that's specifically what we're talking about today.

So I'll give you some background on how we sort of decided to do this, and then Tyler will walk you through the specifics and do some demonstrations or demos of the different products that we've—er, they're actually the same product but different versions of it that we've created. We've made an Excel and a Word version, and for Parts A, B, and C. And then we'll show you some other resources having to do with the new reporting system, which you all will be reporting to in April 2021. So Tyler, can you move to slide two?

TYLER MATNEY: Yep, I am opening it right now.

KRISSY HUDGINS: Oh, I realized that I just spoke to slide one and I don't think it was—

TYLER MATNEY: Yeah, I wasn't sure.

KRISSY HUDGINS: [Chuckles] I'm sorry.

TYLER MATNEY: [Chuckles] No. Oops, sorry, yep. Let me go back.

KRISSY HUDGINS: That's okay, I'm looking at like a PowerPoint on my side and then the webinar on the other side.

TYLER MATNEY: Yeah, [unintelligible], okay. All right, can you see my screen?

KRISSY HUDGINS: No, I still see [unintelligible] Title VI Webinar: Tools for Title VI New Data Collection.

TYLER MATNEY: Oh, let me see if I can—

KRISSY HUDGINS: But maybe that's just me—oh, I can see it now.

TYLER MATNEY: Oh, you saw it? Okay. Let me go back.

KRISSY HUDGINS: Yeah, do it again.

TYLER MATNEY: I got to switch back. Sorry, guys, we're having a [unintelligible] technical thing [unintelligible]. Okay.

KRISSY HUDGINS: Think about how awesome we'll all be at virtual meetings by the end of this. I still don't see it, Tyler. There we go, perfect, thank you.

TYLER MATNEY: Okay, sure.

KRISSY HUDGINS: Okay, so, how did we get here? Better data means better reporting. Title VI needs better data to better be able to tell the stories of the services that you all are providing in Indian Country. It's a delicate balance of getting good data that tells, you know, a compelling story, but without making the process of data collection just absolutely horrible. Because it can be, right?

You know, you guys have more important things to do than to, you know, sort of count all of the things that are happening, but when we have that kind of information, then we can really do a good job of telling Congress why these programs are so important and why they need to invest in them. So that's kind of the bottom line for good data, not just to Congress, but also to your other stakeholders to let them know what you're doing in their communities.

And good program data, right, what we refer to as administrative data, really comes from consistent data collection, right? And so, for that, we rely on our programs to collect the data on a regular basis and, you know, really do a good job with it so that, you know, we have nice, rich data. It also allows you to see how your program is changing so that you can figure out what you're doing is working and what things you might want to work on to make them work better for you, right?

So when you have good, consistent data, you can see trends in that data, which means that you can really make use of it, right? The data isn't just for ACL, it's really for you guys to use. We want it to be helpful for both of us. So when we were updating the PPR and talking to Title VI grantees and to RA's, we heard a lot about difficulties that some of our grantees have in sort of keeping track of data, right? A lot of people are using paper systems, those are easy to misplace or for people to take with them or throw away and that sort of thing, and also it means like sitting down and like, you know, hand-counting everything potentially at the end of the year or on a monthly basis, and it can be kind of painful.

So we heard a lot also about this mystical system called the MICTS, which Cynthia managed to track down a copy of, and we actually did try to hack it—that was difficult—and luckily you all, the Title VI directors, came to our rescue and some of you remembered the password. So we were able to get in there and really see this system, which basically was a Microsoft Access program that allowed Title VI Programs to go in and keep track of data. So using that as our inspiration, we started to make a new MICTS, essentially, for this new PPR that we're using, right, for collecting data in this current period.

We actually started working on some nice, fancy versions, a new Microsoft Access and a Microsoft Excel version that do a bunch of calculations, but, you know, we were getting some feedback from Title VI directors and from RA's that led us to believe that we weren't where we wanted to be yet. So we decided to make a more basic Excel version so that we at least were giving you something to use now. And then later we're going to talk about these fancier versions and how we would like some of you to test them for us, but more on that later.

So essentially these worksheets are focused on the PPR elements that ACL is asking you to collect, but we also realize that the data that ACL is interested in are not the only data that you may be interested in, so there is some space for them to be customizable so that you can collect information that would be useful to you. Can we go to slide three, please? Excellent. So the way that we've broken up the services in these tracking sheets is by individual and group services.

Essentially, individual services are those in the PPR where you are asked to provide the number of unduplicated, or individual, people that were served in any particular service area. So you'll see a separate spreadsheet for each of these services, like congregate and home-delivered meals are tracked by unduplicated person, right [unintelligible], case management, and transportation. Those are actually two new elements in the new PPR where you are asked to tell—er, to report on the number of unduplicated people that receive those services.

Services such as nutrition education sessions, nutrition counseling are like total persons or contacts for information and assistance, and those need to be put in this group services category because you'll see them all on one page. Because you don't need to keep track of each individual person, just, you know, how many people reached out to you for information services or something like that, makes it a little bit easier, hopefully, to keep track of. And all of the data are set up to be collected by date. So if you're holding a nutrition education session, which, you know, as we've talked about in some of these Friday sort of COVID-focused calls, could be online, right?

You could do it either as a Zoom or a Webex meeting like we're doing now, or it could just be a group phone call. You just say, like, oh, on June 16th, there were ten people on that call, and you just write ten on June 16th, and then you can calculate them—er, add them all up at the end of the year. So hopefully it will be easy in that way. And with that, I'm going to turn it over to Tyler, and he's actually going to walk you through these tables first with a Word format, the Microsoft Word format, so that you can have a sense of what I'm talking about.

TYLER MATNEY: Thank you. Yeah, and so, like Krissy had mentioned, the first items that we're going to review are tracking tables, and these are in a MS Word format where you can print these and then you can keep them, you know, in your car or at the office or wherever you need to track them. But they really are ways that you can just write down your totals so that you can keep them for each month, and then you can total them at the end of the year, or if you needed to know how many you had that month or that quarter, you would be able to calculate that using these sheets.

For the AB information, which is considered client elder, this is where you're going to track that information for the AB portion of the PPR. You created a—first, you start with a profile table, and this is where you create a unique number for each client and elder, and then you put a little basic information, like their address, their phone number, etcetera, so that you can keep track of them. And then you can use that IP in the AB individual services table, and—so that you could track to that individual, that unique individual.

And then, for the AB individual services for client elders tables, that's where you can keep track of your individual services that you provide to each of them. You also have the AB group, Nutrition and Supportive Services for Client Elders table, and that one is, like Krissy had mentioned that it lists all of the group nutrition services and you can track them through this sheet. And you, finally—excuse me—have the AB Staffing, Financing, and Other Support Services and Storytelling table. These are quite a mouthful, but this is where you keep track of your staffing information. You know, how many staff do you have full-time and part-time, any financial information about your program, other support services that you provide.

And then, where you can story tell, where you can tell a story about an individual person or something in your program that had an impact on the community. Instructions for how to complete them are included within the document, and I'm going to show you some screenshots and then follow up with a quick demo to show you what they look like. So the Client Elder Profiles table, as I mentioned, it's pretty simple.

You have, over here, you could put it here, you could put the page number, just in case you have multiple—you know, you could put so many on each page, but you may have more client and elders, so you may need more pages. You'd put in their name and ID of site, so if you have more than one site that you support, their address, their phone, gender, veteran status, and then any notes that you want to put on them. For example, maybe you want to put their birthday, or you might want to put something about their—you know, if they have any caregivers that support them or something like that.

The next one is the Individual Services for Client Elders table, and again, this is where you would put the ID of the elder, and then you would put the week. This is really where you would put tally marks. So if, for example, on the week one, we would put in what the week was. So it would be, say that Monday is the first of the month, you would put first of month, and then the seventh of the month would be at the end of the week, so you'd put one-seven. The month would be, you know, for example, August. So that would be August and then the first week would be one through seven.

And then you would just put tally marks. So if you, you know—or on the first of the month, you know, you gave A congregate meals or—I'm sorry—yeah, congregate meals or something like that, you could put one or two meals or however many, and then you would total those at the end of the year. Again, the instructions provide a little bit more detail on exactly how to do that, but that's just the basic overview. You also have the Group Support Services for Client Elders table, and this is where you would just, again, similar to the individual services tab, you would just put tally marks and then you would put the total at the end of the month.

And, lastly, I've only showed a few fields here, but you can see the—this is where you put staffing information, so the total number of people who worked on the program, staffing information for part-time staff, funds spent on congregate meals, home-delivered meals, etcetera. Again, these are mostly for the PPR, but you could probably track some of this throughout the year, but at the end of the year is when you really find the most use for this portion of the Word version. And I'm going to do a quick little demo of that one, so bear with me as I slip over here—

KRISSY HUDGINS: While you're doing that, Tyler, I wanted to also make sure to say that all of these materials are currently up, and we'll show you where they are, and they all come with user guides, so, you know, a step-by-step sort of explanation of how to use them.

TYLER MATNEY: [Unintelligible]. Now a little bit—all right. Two hundred might be too much, but I just wanted to make sure that you can see, you know, again, here's the table of contents, it provides all of the contents that are contained within the Word version. And you've got purpose, it gives you a little bit of overview of when you're filling in the Client Elders table, it'll give you instructions for how to fill that out, putting in the Individual Elders table.

And again, here's kind of like an example of what it would look like for when you're doing the tallies for each week. So, for example, if this is April, it's running from the first through the third, you would just start to put tally marks, and then you would total those at the end of the month. And so you'd go to the filling out the Elders table. Again, I'm kind of flying through some of these. And I'm going to zoom back out. So this is where you would print this out. You would put in all the information that you need, keep track of it.

And I'm going to just slide through a little slower. Storytelling, I've showed you a few fields, but here are the remainder fields. For example, there's also portions where whether or not you have sources of funds that come from tribal funds, you would circle yes or no. And, again, this is just information to keep and you can use for the year-end PPR. With that, I just want to open up really quickly to see if anybody had any questions about the—this portion.

OPERATOR: And on the audio portion, if you would like to ask a question, please press star-one. Please unmute your phone and record your name clearly when prompted. [Pause]

TYLER MATNEY: Okay. Going once. Going twice. And I'm assuming that we have no—Laura, is there any responses in the chat or any questions?

LAURA STEVENSON: No, no questions on the chat at the moment.

OPERATOR: I do have one. I do have one question. One moment.

ANNA: Hello?

OPERATOR: And I do have a question from Anna.

ANNA: Hello?

KRISSY HUDGINS: Hi.

TYLER MATNEY: Hello.

ANNA: Hi, we were a little bit late trying to get our Webex up, could you scroll back down or up to the page where you had the elders' names on it? Right there—oops.

TYLER MATNEY: This one here?

ANNA: Yeah, so that's what you're proposing—I know these are all suggestions—so that's what you're proposing that we turn in—could you just go over that part again, I guess? We missed it.

KRISSY HUDGINS: Tyler, do you want to answer, or do you want me to—

TYLER MATNEY: Yeah, I think so. I mean, you don't have to turn this portion in. This is really for you to keep track, you know, so that you would be able to put their name and you could associate an ID. So I would have liked to use like a fake name, so if it's Anna Client, and then her IP would be 1, and then you would put in a little bit of information about her so that you can keep track of it. And then, that way, when you're filling out, for example, the individual services portion, you could just put, you know, the IP would be 1 or you could put Anna Client.

ANNA: Okay. So on this page right here—oops, go back. On that week one, week two, so is that what you're proposing that we use as a sign-in sheet when they get meals daily or what? I guess maybe more explanation on that sheet right there.

KRISSY HUDGINS: That's a great question. I think the way we were thinking of this when you would fill this out, so this is the printable version, because we do have an Excel version, but it has like literally every day of the year, so I think somebody told me it would be 700 pages if you were to print it out. So we did this for you to keep track of. It doesn't necessarily have to be your sign-in sheet. I guess you could make it that if you wanted to, but it would be for you to fill out, like you would put in what service it was, if it was congregate or home-delivered meal, the month, the year.

If this is the first page of this month or if you have multiple pages in the month of July, let's say, and then you would have your elders or clients like down to the left. And then, under week one, you would fill in like—oh, man, I need a calendar in front of me, but let's say, like, you know, July 1 to July 7, and then week two is, you know, July 10 to July 17, or however that goes. Does that make sense? So that way it's more customizable for you.

ANNA: Well, okay, I—can you hear me? I guess I'm still not understanding or maybe I'm not clear, so are you going to want to know how many meals each client got on the new PPR, is that what you're asking or?

KRISSY HUDGINS: Mm-hmm, that's how it is in the current PPR as well. We've always asked for the number of—you don't have to do it—you need to know how many clients you gave meals to, how many individual people you gave meals to—

ANNA: Right, but I'm asking, are you wanting to know how many individual meals each client got—received?

KRISSY HUDGINS: No, no. No, this is just for you to keep track of so that you can see it. If you have a different way of collecting this information that works better for you, please feel free to continue using that. This is just, you know, our thinking of, you know, it would be easier to keep track by person, like, you know, how many meals did Anna get—Anna Client get in week one, week two, week three, and then you can add that all up. But, if you just know how many individual clients you have, and you're just keeping track of individual meals, that's totally up to you.

ANNA: Well, I guess, so like, you know, for our center, like one center sees 128 people a day, so to go back and, you know, we just keep the total amount of meals per center. Like, does that make sense? Like each day we know they saw 120, and then they saw 128, and they might have saw 115, but we don't go back and do it by person because that would take forever.

KRISSY HUDGINS: [Chuckles] Would it be helpful, then, if we looked to create a different sheet where, for instance, you had just a running list of your individual clients and what services they received, and then another sheet where you would just keep track of meals, total meals per day or per week?

ANNA: Well, that's kind of what we have. So like, on our sign-in sheet, our—at each site, we have the client's name, and then we have congregate, if they received a meal, and then we have a list of all the supportive services listed at the top, and then we put a check if they received one of those supportive services that day. So then, at the end of the month, the office assistant gets all of that information, and then she puts all ten sites together.

KRISSY HUDGINS: Okay, well, we can—

ANNA: Does that make sense?

KRISSY HUDGINS: It does, and I think that sounds easier. I mean, this is what happens when you have nerds try to put together stuff for programs. [Chuckles]

ANNA: And I would be happy to send that to you just so that you can look it over because maybe, you know, you may be able to add to that. But just from our standpoint, having ten different sites, this would be double work for us, you know. So that's why I was just wanting to know if this was just suggestions or what part of this was going to be the—for the new part.

KRISSY HUDGINS: Yeah, yeah, absolutely, this is just a suggestion. One of the things that we realized for, you know, any time that you ask a group of people to provide you with data, I think you need to provide them with resources to help them do that better. And I—we haven't been able to do that before for Title VI, and so we're really trying to push and create more things to help you all collect and make better use of your data. So I would love it if you could send that to me, and then we would be happy to, you know, add that to these kinds of materials. That would be super, super helpful.

ANNA: Okay, thank you.

KRISSY HUDGINS: No, thank you so much for your input, really appreciate it. We can't make good tools without, you know, getting information from you all.

OPERATOR: And I am showing no—

LAURA STEVENSON: Krissy and Tyler, this is Laura—sorry.

OPERATOR: Sorry, I was just going to let you know, no further questions at this time.

LAURA STEVENSON: Okay, and I do have one on the chat. The question is, why five weeks per month rather than four weeks, since you have a spot indicated at the top for identifying which month it is?

TYLER MATNEY: Yeah, I saw that one pop up, that's why I moved up here. Yeah, real quick on this, if you can see, for example, for April, you know, it's like the first, second, third fall in this week, so that's why it has week one would be one through three, the second week is six through ten, and then when you get down here, it's the fifth week because it actually is the 27^{th} through the 30^{th}. So even though it's across, you know, it’s not calendar weeks, it's crossing that way, so that's why it appears week five. And I saw the response. You're welcome, [unintelligible]. All right.

[Chuckling]

TYLER MATNEY: And now I'm going to go back real quick to the presentation [unintelligible]. There we go. Okay. So we also have another version of this for caregivers. Very similar. You have the caregiver profiles table, you can track their individual services, the group services table, staffing and finance, since they don't really have the same requirements that the AB portion does. But there's also instructions included within the document for how to complete it.

Here is an example of a caregiver's profile table, very, very similar to the- to the- sorry, client elder one. Individual services, and very similar, the group services, you would just put the group services in for your caregivers. And then, as I've mentioned, there's just fewer fields that you need to complete for the PPR for caregivers. And I'm going to switch real quick and show another quick demo of that one. And we've got purpose, you've got your instructions, all of the details on how to fill it out. Another example of how to fill out the tally marks. And here are the actual tables that you fill out.

There is one thing to mention here with the category of your caregiver, because you have to track what type of people or who they're caring for, you would put in a category, for example, if it's an individual caring for someone with Alzheimer's disease or related disorder, you would put it one for that category. And that will just help you to track because the PPR requires that you report on specific information related to that.

KRISSY HUDGINS: And, actually, this is Krissy, I just noticed that that should say, individual caring for an elder or someone with Alzheimer's disease or related disorder of any age, so we're going to need to update that.

TYLER MATNEY: Good point. I'll just put a little note there that we can do that later. Okay. Individual services, very similar, so if you're going to use these, and this may be, you know, more for people who have less caregivers, you know, there are a couple of tools that we're going to show you, so, you know, basically choose the ones you want. And like Krissy had mentioned, if you have ideas, we're definitely open to listening to them and we want to continue to create even various formats to help you. And I do see a question there, we are going to be providing the slides, they'll be available within two weeks up on the—Laura, what site will they be posted on? I can't remember.

LAURA STEVENSON: Yes, the Older Indians website. And if you need them sooner, if you can email me, my email address is laura.Stevenson@teyaservices.com, and that's also in the chat box.

TYLER MATNEY: All right. And I just wanted to open up again real quick to see if there are any questions about this one, this tool.

OPERATOR: As a reminder, star-one if you would like to ask a question.

LAURA STEVENSON: Oh, here's a question from the chat, I don't know if you already covered this, but, if we are currently using our AAA database management system in Wisconsin [unintelligible], can we continue to capture our data in that database?

KRISSY HUDGINS: Oh, this is Krissy. Absolutely. You know, as long as it allows you to capture the new PPR data elements, you can use whatever system you want. This is just a tool to help really those who either may need to augment their data collection or may have, you know, like a system like this where something like this might be helpful.

TYLER MATNEY: All right. And any other questions?

OPERATOR: And I have no questions at this time.

TYLER MATNEY: Okay. Let me switch back again. Now, as—and like Krissy had mentioned, yeah, we heard from a lot of different people because they wanted different formats, and whatever is the easiest for you to use or to supplement what you already have, but we have the Word version, but then we also have these Excel versions, which is where you can actually collect this a little bit more of digitally so that you would be able to track it, you know, in an Excel sheet versus a printable form.

Very similar as far as structure. You've got your client elder profiles spreadsheet. You've got your individual services spreadsheet, group services, staffing and finance, and storytelling. This one is a little bit more robust than the Word document, so we have user guides that provide instructions for this one, and those are also all available on the Older—the OAAPS—sorry, Older—which—sorry, Krissy, what's the name of the site again?

KRISSY HUDGINS: For OAAPS?

TYLER MATNEY: Yeah, it's the OAAPS—

KRISSY HUDGINS: The reporting system? The new reporting system?

TYLER MATNEY: No, I'm sorry, where these are stored, these—

KRISSY HUDGINS: Oh, Older Indians.

TYLER MATNEY: Yes, thank you. Okay. And I'm going to go through these a little bit. So you create your profiles here. They do ask for a little bit more information just so that you can collect more information on each client/elder. You put their site location, email address, address, etcetera. Then you would be able to track them. Anything that you put on your profile sheet will automatically get populated into each of the individual spreadsheets. There's multiple spreadsheets for each of the individual services.

So for each individual service, there's a spreadsheet, and so that way you would be able to track all of the counts that you provide each calendar—er, each elder or client on each day. So, an example, if you're entering counts in the congregate meal spreadsheet, and you provided Anna Client with two congregate meals on April the 1st, you would enter that number next to Client, Anna's name under the April 1 column as indicated in this image. And I'll show a quick demo of that as well.

You also have the group services. All of your services for the group services are listed, and then, similarly, you would go ahead, and you would put in how many of those that you did each day. So, for example, if you provided two educational—excuse me, nutritional education sessions on April 1st, you would enter the number two under April 1, as indicated here. All right. And, again, we also have another spreadsheet where you would just enter in the values for staffing and finance and other support services and storytelling.

They do have—the PPR requires that you enter information in a specific format or, you know, for example, if you have limitations on the number of characters that you can place, so each of these value fields place those restrictions just to make sure that you are capturing the information correctly. I'm going to switch really quickly over to that spreadsheet so you can see it. So, for example, in this spreadsheet, this is the client elder profile spreadsheet, you can enter in whatever the name of the client is. You know, you'll just be able to type that over. You also will be able to enter any information in here about their gender, we have a section for notes for anything else that you want to add.

All of the information that's put in the client elder ID and the name is put in each of the individual spreadsheets, so this is the individual services spreadsheet for congregate meals. So you can see that, in our example, we have like the two—you would be able to put in any of the numbers. It runs from April all the way through to the end of the year, the grant year. And it should be able to track it. And some people have talked about potentially another way that you could use this, let's say if you didn't want to track them per day, you would be able to put—maybe on the first day, you would put the total for the whole month, and you'd be able to manage it monthly. So there are different ways that you can use this spreadsheet.

As I mentioned, there's multiple individual services spreadsheets, so each of these are for individual services. And then, when you get to group services, it's pretty simple, you would just, if you, for example, on April 3rd, you have a number of nutrition education sessions, we put in the number two, etcetera. You know, filling out the format for—or filling out the form for maybe staff and financial information. It allows you just to enter all of the information that you need to select or to use. And, for example, if there's yes/no, you would be able to put a yes, that there's a restriction, if it's a no, there's a restriction for 3,400 characters on storytelling, it won't let you go beyond that 3,400 characters. So I wanted to open real quick for any questions on this one as well.

OPERATOR: Once again, star-one if you would like to ask a question. [Pause]

TYLER MATNEY: Okay, and anything in the chat?

OPERATOR: Nothing in the chat. Thanks.

TYLER MATNEY: Great.

OPERATOR: I do have one question. One moment.

TYLER MATNEY: Sure.

OPERATOR: And our question is from Sarah.

SARAH: Hi, Krissy, this is Sarah from [unintelligible]—

KRISSY HUDGINS: Hey, Sarah!

SARAH: I missed the first part of the presentation, but I got, you know, some of what you've been working on, so just so I understand this correctly, as we add in our client numbers, it's going to tally for the month, correct?

KRISSY HUDGINS: This sheet doesn't tally, does it, Tyler?

TYLER MATNEY: No. We can—

KRISSY HUDGINS: No, but we are working on such a thing, Sarah. We're working on—well, I'm going to talk about this in a little bit—this is our super basic version of—and to answer Aurora's question—of a resource that are a potential resource to tracking, you do not have to use this, especially if you already have something in place that works for you and all of your staff. We do want to, and we are working on a product like this that will actually tally everything for you by month, and it will populate everything into an upload file that you can then feed straight into the new reporting system. That is something that we're working on and we absolutely need Title VI director help with.

SARAH: Okay, because I'm looking at this, and in a lot of ways, it's similar to the SAMS(?) database, and I, to be honest with you, I don't like SAMS. But this seems to be a little simpler format than what the SAMS, but I would like something that could just, at the end of the month, allow me to run a report which will show me how many services I provided in the month, instead of sitting there and having to recount everything. And then the other suggestion that I would have is just—actually, I'll keep that for now.

KRISSY HUDGINS: Okay. You know what we could do, Sarah, thank you for that, for your comment, we could include—we can update our user guide to give instructions on how you could tally all of the data, right? Because in Excel, you know, you can run a formula, like you can select data and run a formula and then tally it that way. So we could include that information with this basic version before we have those fancier versions with everybody's sort of feedback.

SARAH: Yeah, this is a really good start, especially for Title VI never having this before, just kind of a template to build off of. I know a lot of us have our own systems in place that we've had over the last few years, but I think just having something that you all develop that captures what you want to see really helps me in doing my job efficiently.

KRISSY HUDGINS: Aw, thanks, Sarah. We try, but we are super open to suggestions and feedback about how to make this better. I mean, I know that we have 282 grantees, and so needs will be different, but, you know, any feedback we can get on what works, what's good, what you would like to see different, you know, we want to make sure that we're helping to put some tools together that really help you all.

TYLER MATNEY: Okay. Any other questions?

OPERATOR: I am showing no further questions at this time.

TYLER MATNEY: All right. And then we will go ahead and move onto the next one, which of course is something very similar. So this is for Part C, so you have a tracking [unintelligible] if you have caregivers under your program, and you would be able to track their information here as well. So you have your caregiver profile sheet, you have your group services sheet. It's a little different as far as the order. The order is based on the order in the PPR, so that's why group services appears in the spreadsheet before the individual services. The individual services appeared for—before group services for client/elder. And that's just to help orient you guys a little bit towards the PPR.

Again, mentioning group services, then you have individual services. There are supplemental services. This is something that's unique to caregivers as far as keeping track of those, and so we have a method for you to track that. We also have the staffing and finance spreadsheet, and then we have instructions, again, a user guide for this one. Very similar as far as your caregiver profile spreadsheet, you do have to track different information for those, mostly the difference being people who are caring for Alzheimer's disease or related children under the age of 18, etcetera. And I'm not going to go through—I know we're still—we're low on time, so I'm just going to say this is very similar.

KRISSY HUDGINS: [Unintelligible].

TYLER MATNEY: Yeah, this is—exactly. I was like, this is very similar. So you would fill it out just like you would for an individual, but this would be—I mean, for a client/elder, this would be for caregivers. Same thing for individual services. Your supplemental services, it's a very simple—we're looking at different ways to track this, but you would basically just type in the description of the service and the number of unduplicated caregivers that you served for that year. This is another spreadsheet for you to put staffing and finance information. And since there were really no questions on that spreadsheet, or on the last, I'm just going to go ahead and switch over since we're low on time and just say that you can find all of these tracking sheets and workbooks and instructions at the olderindiansacl.gov site /grant, and they're all provided there, so you can go and download the instructions and all of the workbooks and tracking sheets as well. And, Krissy—

KRISSY HUDGINS: And—sorry, yeah, and before you leave this page, sorry, go back to the other page really quickly, Tyler.

TYLER MATNEY: I'm sorry.

KRISSY HUDGINS: That's all right. It's okay. If you have the chance to download this stuff and look at it and you're like, mm, this isn't going to work for me, please feel free to—you'll see my email later—please feel free to email me, tell me what you like about it, what you don't like about it, you can write on it and like, I don't know, I don't have a fax, so you can't fax me, I'm sorry. But we could figure something out. Just, you know, you can call me, and you can tell me what you like or don't like about it. You know, we really want your feedback so that we can make this better for you.

Okay. Now go to slide 26, I'm ready. Okay, so as I said before, we are working to try to create I call it the fancier versions of these. So we walked through some of the basic tools today, but we are looking to get some Title VI grantees who would be interested in working with us over the next nine months or so to test and provide feedback on a Microsoft Excel version and a Microsoft Access version of this tool that actually do calculations, provide you with reports. As I said, you know, we're working to make them generate monthly reports, because I know a lot of you have to do monthly reports to your other stakeholders, as well as populate all of the data into an Excel upload form.

The new Title VI reporting system that we call OAAPS, for the Older Americans Act Performance System, will take an Excel upload file. So you can just upload the file, and it'll populate all of your data. And then you can keep editing it or whatever, but the idea is to try to make this more streamlined for all of you in ways, you know, that might work. So we're planning on testing this really between July of 2020 and March of 2021. We would be asking pilot participants to participate in a kick-off meeting, training, and then also user feedback sections—er, sessions.

Tyler and his company, New Editions, are also going to be providing technical assistance on these different tools, so if you decide to be a pilot participant, you're using the tool, you run into something, you have a question, there's somebody there to provide you with help on, you know, how to make it work better for you. And then there's also two stipends after each of the user testing meetings. So, you know, we recognize that we're asking you to give us your feedback, and so we want to really honor your time and effort in doing some of that.

Let's move to the next slide, Tyler, to slide, what is that, 27? So what I would like to talk to you guys about today really quickly in the next 14 minutes is OAAPS, what I was talking about before the Older Americans Act Performance System. Today, really quickly, I'm going to take you to OAAPS and walk you through the resources tab, which is available to you now. Anybody can get to it. And I want to talk to you about updates of when the system will go live.

As you know, we have been—we've extended the current reporting period, right, so all of your data from 2019, normally you would have had to start reporting on April 1st and you'd be done by June 30th, but this year, because of all of the things that are going on, you know, COVID, the no-cost extension, everything, I think Title VI has widely decided to extend that reporting period to September 30th of 2020. That doesn't mean you have to wait until that day. You can certainly report earlier if you want to. I know there is support for that.

So in order not to confuse people and have two reporting systems open at the same time, we decided to open OAAPS to everyone starting October 1st. And that's when you'll get an email that basically says, hey, welcome to OAAPS, please sign in. And we're really excited about that. The new OAAPS system is going to have a lot of resources for you to be able to use in terms of you can look at all of your old data back to 2009. You can download what we call legacy data. You can run reports on your data so you can see like the differences between what you reported in 2018 and 2019.

And you can even do multi-year reports where you can look at up to five years of your data and have them compared. It'll tell you the percentage difference between your data between one year and the next. And Leslie, David Long, and I are also working on making it make charts for you. It's going to make actual Excel charts. I'm so excited about that part. I just, I love data, and I love making data so that it's easier to use. So those are some of the cool things coming up, and we will definitely provide lots of trainings.

We will not unleash a new system on you without providing you with the tools that you need. We created this system in really close concert with, you know, the Title VI Central Office, the Title VI RA's, and Title VI grantees, so some of your colleagues on how to make this work, and we've gotten really good feedback. It's a pretty user-friendly system I think. But with any system, there are hiccups and, you know, we're here for you. And the trainings are also being provided to RA's, so they will be able to provide you with all of the wonderful backup and support that they always do.

So really quickly, I want to move to slide 28 and just show you what OAAPS currently looks like. I realized I was not smart enough to put the actual URL on here. I can put it in the chat. It's oaaps-pilot.acl.gov. This is our pilot site where we're trying things out, that's why you see this weird beige band at the top that says, for exploratory purposes only. This is the landing page that everybody gets to. This is being used for Title III, Title VI, and Title VII.

If you click on resources, Tyler, slide 29, it will take you to this page, and you can get to the resources for any of the other Titles, but today, since we're talking about Title VI, that's where we're going to go. That's why it's outlined in red. Next, Tyler. Here on slide 30, this is the resources page. And you can see that there's a menu over here on the left side, right now we're looking at the guide's page. So there will be guides for how to do your reporting in Title VI. Oh, thank you, Laura, for putting the OAAPS in—the OAAPS URL in there, the website link. And I will send it again.

So you can see the guides. There are recorded trainings. Leslie and I participated in some recorded webinars. There are FAQs where we're still working on those. And then technical documents will get you to the new updated PPR form, so you can print out the paper form. You can also get to the PPR definitions and variable components like, you know, what do we mean when we say one meal or what does unduplicated person mean? And then there are also things like a crosswalk of the old to the new PPR. There's all sorts of good stuff in there, as well as this upload document that I keep talking about.

Upcoming events really takes you back to Older Indians, just so you know. The reporting calendar will let you know like where you are in the reporting cycle. Contacts has all of the RA and Central Office contacts. And then external resources. A lot of this stuff you can also find on Older Indians. We're trying to make it easy for you guys to get to both places and, actually, I know Laura has done a really nice job—Teya has been really helpful in updating Older Indians, and there's actually a section now where you can get to OAAPS and sort of, you know, poke around in here, check it out, you know, and by all means, please provide us with feedback. This is a system for you, we want to make sure that it works for you.

I apologize that I'm going through this so quickly, but, Tyler, can you take me to slide 31? So I know that we have—because we have these two things kind of happening simultaneously, right, with the no-cost extension and then the moving to the end of September for reporting your 2019 data, I just wanted to be sure that you all know that that data, the 2019 to 2020 data, go into the old PPR system, and that's the URL. All of the new data that you'll be reporting will go into OAAPS. This is the current URL. I did put it in here. Hm, smarter than I thought. And you can—you don't even need the app and welcome, you can just do the www.oaaps-pilot.acl.gov, and it will take you there. Or you can go to oaaps.acl.gov as Laura put up.

This is the pilot. It will be a little different when we actually open the reporting period, but you will get an email inviting you to that and you will be annoyed of hearing us talk about it, I think, by the time you get that email. But that's the new system, and you can at least, you know, poke around in the resources section and get a feel for it. And, again, you'll be reporting into that system, the new OAAPS system, in April 2021.

And then last but not least, the last page so that we can have at least a couple of minutes for questions, this is my email, this is my phone number. I've seen in the chat that some people have expressed some interest in taking part in the pilot, and I appreciate that. I'll write all of that down. Please feel free to email me or call if you have any questions or an interest in participating. We need nine people to do the Microsoft Access and we need nine people to do the Microsoft Excel. Why nine? That keeps me from having to go OMDPRA business, which will take like another year and then, you know, it will take too long. So please let me know if you have an interest.

Also, please feel free to email me if you have your own tracking sheets that you'd like to share or, you know, if you have any feedback on what we've talked about today and when you're able to look at that stuff on Older Indians, shoot me an email, give me a call, tell me what you like, what you don't like. I know that Jasmine from Title VI has an interest in maybe building in some finance tracking pieces. So, you know, if you think that would be helpful to you, we'd love to hear about that. We really just want your feedback because we can't make tools for you without your input. So I think that pretty much covers it. Are there any questions? Can we open it up for questions?

OPERATOR: As a reminder, star-one if you would like to ask a question.

LAURA STEVENSON: In the meantime, this is Laura. There is a question on the chat, will there be another webinar on this?

KRISSY HUDGINS: Oh, that's a Laura/Leslie question. [Chuckles] We're happy to do it.

OPERATOR: I do have a question from Sarah. Sarah, your line is open if you still have a question.

SARAH: Krissy, one other thing that I wanted to ask is, is there a possibility to where we can build this data tool to communicate with the OAAPS so that, as we're capturing the real time data, like at the end of the fiscal year, we can just upload that data into OAAPS so that there's really—so we can limit the discrepancies in reporting? I think that's something that would be beneficial.

KRISSY HUDGINS: Yes, we can—so in the fancier versions—and so, with the fancy versions of the Access and Excel versions, we're going to test them for this—[audio cuts out]. I apologize that we weren't able to get it done before, you know, the new PPR started. We're going to test them for this year, but then we'll roll them out, again, with a bunch of training. And they will have the ability—they can generate all of the data into an Excel upload form that goes—you can then like pull into OAAPS and it will generate all of your data. The only data that it won't generate are those supplemental services from caregiver, and that's just because they get a little tricky because they're coded like, you know, if it's—what is it—like chore service versus lending closet and that sort of thing. That's the only one you have to put in manually. But, yes, there is that capability in the fancier versions.

SARAH: Okay, and just I don't know if you saw my response, but I am wanting to help you out with this because it looks really interesting.

KRISSY HUDGINS: Thanks. So I did see it, and [unintelligible] I'd totally take you up on that.

[Chuckles]

OPERATOR: I am showing no further questions at this time.

TYLER MATNEY: And, Laura, I think that you had mentioned that the sessions are recorded—

LAURA STEVENSON: Yes they are.

TYLER MATNEY: Okay. Yeah, so there will be a recording of the session, so we'll look to discuss, as Krissy mentioned, we're definitely open to doing another webinar, but there will be a recorded session as well.

KRISSY HUDGINS: Yeah, good point, Tyler. Yeah, we—I want you guys to get ready because we are getting ready to unveil some other—[audio cuts out]—tools for you guys to use around data. I'm sure some of you have met our other awesome contractors from ICF with Gretchen Clark and the evaluation team, and they've put together some really cool tools for you all to put together infographics using your data, your PPR data, and also the data that you collect when you do your Elder Needs Assessments, so that you can kind of create like a one-pager.

And, you know, especially for when you get like new tribal chairs or anyone else in a position of power, that you can basically provide them with, you know, a really nice visual of the work that your program does because you guys do a lot of work, and we really want to be able to help you highlight that. And so we're going to be doing a presentation on that coming up this summer. And then we also have another tool that helps you with like getting feedback from elders or caregivers on the program and actually like produces Excel charts for you.

So we're really excited about being able to better support you guys in the work that you do, granted, on this nerdy data side, and as always, you know, we've been working with Title VI Programs, but we know that there are 282 of you, and so we're always looking for, you know, your feedback so that we can create tools that really work for all of you. So I really appreciate everybody coming today. It's really nice to see some of the feedback here, and really, please, feel free to email or call and let us know how we can do some of this better. You know, all of the Title VI Central Office staff and RA's have been working really closely with us so that we can really put some stuff together for all of you. And I know that you have a million other things going on, so thanks for taking the time to come and listen.

OPERATOR: Does this conclude today's conference?

KRISSY HUDGINS: Yes, I think so, unless anybody else has anything to say.

OPERATOR: All right. I'm showing no further questions, so this does conclude today's call. You may disconnect at this time.