

## **Legal Assistance Provider SPR Tool FAQ**

### ***General Information***

#### **What is the Legal Assistance Provider SPR Tool?**

The Legal Assistance Provider SPR Tool (LAPST) Legal Assistance Provider SPR Tool is an Excel tool created by the Administration for Community Living (ACL) and designed for legal assistance providers funded under Title III-B of the Older Americans Act to assist them in preparing their SPR data reports.

#### **What does the Legal Assistance Provider SPR Tool do?**

The tool is designed to help legal service providers de-identify and aggregate their case-level data into the data categories required by ACL. It also produces an Older Americans Act Performance System (OAAPS)-compatible report for the AAA or SUA to upload directly into OAAPS.

#### **Who will use the Legal Assistance Provider SPR Tool?**

Only AAA-contracted, Older Americans Act-funded legal service providers will use the tool, although they are not required to do so. The tool can be useful if a provider is unable to customize their case-management system to produce an OAAPS-compatible report.

#### **How does the Legal Assistance Provider SPR Tool work?**

The tool works in one of two ways: (1) Providers may enter their case-level data according to the directions specified, and the tool will automatically de-identify and aggregate the case-level data into the required data categories, or (2) Providers may enter data that they have already aggregated and de-identified. Either method produces an OAAPS-compatible data upload sheet that the provider will submit to the AAA or SUA, at the state's option.

Directions for using the tool are available within the tool, and additional resources including a guidebook are available on the [OAAPS website](#).

### **What is the role of the AAA or SUA regarding the Legal Assistance Provider SPR Tool?**

While it is important that the AAA and SUA know that the tool exists and its basic purpose, they will not use the tool. AAAs and SUAs are encouraged to share the tool and other ACL resources with any of their contracted legal service providers, and they may also refer providers to ACL via [CL-OAAPS-PILOT@icf.com](mailto:CL-OAAPS-PILOT@icf.com) for technical assistance. Otherwise, the role of AAAs or SUAs is to receive the OAAPS-compatible data upload sheet that the tool produces from Older Americans Act-funded legal assistance providers.

### **Will aging network software vendors have any obligations regarding the Legal Assistance Provider SPR Tool?**

No, similarly to AAAs and SUAs, aging network software vendors will not use the tool or to submit legal assistance data to OAAPS. Legal assistance providers collect SPR data through their case-management systems and will submit the required legal assistance data to the AAA with which they have a contract or to the SUA, at the state's option.

### ***Questions About the Legal Assistance Provider SPR Tool Functions***

#### **Will the Legal Assistance Provider SPR Tool calculate percentages of poverty level based upon information on client income and number of people in the client's household?**

No, legal assistance providers will be required to determine the client's poverty status, which is based on whether the client is either at or below 100% of the Federal Poverty Level versus above this level.

#### **Does the Legal Assistance Provider SPR Tool calculate rural vs. non-rural geography status?**

The tool can assist in determining a client's geographical status. ACL recommends determining rural vs. non-rural geography status based on the zip code as described in the resources on the [OAAPS website](#). If the legal service provider collects a zip code as a part of a residential address, the tool can use the zip code to determine the associated rural-urban commuting area (RUCA) code and automatically determine whether the client resides in a rural or non-rural area.

**Does the Legal Assistance Provider SPR Tool calculate or capture an unduplicated count of legal assistance clients?**

Unduplicated client counts may be calculated by the case-management systems used by legal assistance providers and entered directly into the tool. However, if the legal assistance provider is entering case-level data into the Legal Assistance SPR Data – Submission Preparation Tool, it will produce an unduplicated count of clients such that clients with multiple cases are only counted once in the unduplicated count and in the demographic characteristics counts as appropriate.

**Can the Legal Assistance Provider SPR Tool determine the case type based on Legal Services Corporation (LSC) data codes?**

ACL SPR data case types align with Older Americans Act priority areas, and as a result, that they do not align exactly with LSC data codes. ACL *recommends* that legal assistance providers determine the case type using the definitions we provide. When using the tool, providers who do not use LSC codes will use the case type column and leave the LSC code column blank when entering their case-level data. However, providers who do have LSC case codes may enter them into the tool, and the tool will suggest a case type based on the LSC code. If an LSC code does not correspond to an ACL case type, the case will be categorized as “Other/Misc.”

Providers may also refer to the “LSC Codes Cross Walk to ACL SPR Case Types Guide” for guidance on how LSC case types and data codes may relate to SPR data case types, available in the [Resources](#) section of the OAAPS website.

**Can the Legal Assistance Provider SPR Tool be customized for providers?**

No, ACL will not customize the Legal Assistance Provider SPR Tool for individual legal assistance providers. However, providers can edit and customize the tool to best fit their needs, as long as the functionality to produce the template report for upload into OAAPS is not disabled.