ACL OLDER AMERICANS ACT PERFORMANCE SYSTEM

(OAAPS)TITLE VII NON CASES AND COMPLAINTS UPLOAD GUIDE

JUNE 2018

VERSION 1.00

1 Contents

2 Introduction

2.1 Overview

The Older Americans Act Performance System (OAAPS) allows users to upload data using an approved .xlsx, .csv, .xml template. Upload samples and templates will be available for download in the approved .xlsx, .csv, and .xml format on the OAAPS site. The sample file will demonstrate how users can fill in the upload template by showing sample text and values. Once data has been uploaded, users will still have the option to manually update individual fields or re-upload the data file.

2.2 Purpose

This document will only cover sections that can be uploaded using the appropriate template. This document explains how to use the Title VII upload samples and templates to upload data into OAAPS for sections other than Cases and Complaints. Some sections in OAAPS are not uploadable and therefore data must be manually entered for those sections. This document only covers how to upload data into the sections that are uploadable.

> **Important Note: The order of the column headers in the template and the data in columns A through D cannot be changed. Only the data in the value column can be changed.**

3 Organizational Structure

This section may be uploaded or entered manually. Only the data in the value column may be changed.

Component	ACL Ref #	Resource	Field	Value
State organizational structure	S-14	Api/titlevii/orgstructure	LtcoLocation	Must be only **one** of the following values: 01 , 02, 03, 04, or 05 The code values represent the following LTCO Locations: **01** State unit on aging **02** Inside state government **03** Stand-alone agency inside state government **04** Within a private, non-profit agency **05** Stand-alone private, non-profit agency
Location of Local Ombudsman Entities	S-15.1-99-01	Api/titlevii/orgstructure	1#Others#Description	Must be a text description of other locations not already listed in local Ombudsman's entities.
Location of Local Ombudsman Entities	S-15.1-99-02	Api/titlevii/orgstructure	1#Others#Value	Must be a numeric value that contains no commas, no decimals, no dollar signs, must be greater than zero, and also must be a whole number
Location of Local Ombudsman Entities	S-15.1-99-03	Api/titlevii/orgstructure	2#Others#Description	Must be a text description of other locations not already listed in local ombudsman's entities
Location of Local Ombudsman Entities	S-15.1-99-04	Api/titlevii/orgstructure	2#Others#Value	Must be a numeric value that contains no commas, no decimals, no dollar signs, must be greater than zero, and also must be a whole number
Location of Local Ombudsman Entities	S-16-01	Api/titlevii/orgstructure	AAA	Must be a numeric value that contains no commas, no decimals, no dollar signs, and also must be a whole number.

Component	ACL Ref #	Resource	Field	Value
Location of Local Ombudsman Entities	S-16-02	Api/titlevii/orgstructure	SocialService	Must be a numeric value that contains no commas, no decimals, no dollar signs, and also must be a whole number.
Location of Local Ombudsman Entities	S-16-03	Api/titlevii/orgstructure	LegalService	Must be a numeric value that contains no commas, no decimals, no dollar signs, and also must be a whole number.
Location of Local Ombudsman Entities	S-16-04	Api/titlevii/orgstructure	StandAlone	Must be a numeric value that contains no commas, no decimals, no dollar signs, and also must be a whole number.
Location of Local Ombudsman Entities	S-16-98	Api/titlevii/orgstructure	None	If there are no local Ombudsman entities in the state, this must be **TRUE** **IF TRUE, OMIT fields S-16-99-01 through S-16-99-04.** If there are local Ombudsman entities in the state, this must be **FALSE** **If this row is not included in the file, the system will assume this is a value of FALSE**

4   Staff and Volunteers

This section may be uploaded or entered manually. Only the data in the value column may be changed.

Component	ACL Ref #	Resource	Field	Value
State-Staff/Volunteer	S-17	api/titlevii/staff	StateTotalStaff	Must be a numeric value that contains no commas, no decimals, no dollar signs, must be greater than zero, and also must be a whole number.
State-Staff/ Volunteer	S-18	api/titlevii/staff	StateTotalFTE	Must be a numeric value that contains no commas, no dollar signs, must be greater than zero, and also must be a whole number.
State-Staff/ Volunteer	S-19	api/titlevii/staff	StateTotalStateReps	Must be a numeric value that contains no commas, no decimals, no dollar signs, must be greater than zero, and also must be a whole number.

Component	ACL Ref #	Resource	Field	Value
State-Staff/ Volunteer	S-20	api/titlevii/staff	StateTotalHoursByStateReps	Must be a numeric value that contains no commas, no dollar signs, must be greater than zero, and also must be a whole number.
State-Staff/ Volunteer	S-21	api/titlevii/staff	StateTotalOtherVolunteers	Must be a numeric value that contains no commas, no decimals, no dollar signs, must be greater than zero, and also must be a whole number.
State-Staff/ Volunteer	S-22	api/titlevii/staff	LocalTotalStaff	Must be a numeric value that contains no commas, no decimals, no dollar signs, must be greater than zero, and also must be a whole number. **This row will default to ZERO if S-16-98 is TRUE**
State-Staff/ Volunteer	S-23	api/titlevii/staff	LocalTotalFTE	Must be a numeric value that contains no commas, no dollar signs, and also must be a whole number. **This number may be zero if S-22 is zero or if S-16-98 is set to TRUE**
State-Staff/ Volunteer	S-24	api/titlevii/staff	LocalTotalStateReps	Must be a numeric value that contains no commas, no decimals, no dollar signs, and also must be a whole number. **This number may be zero**
State-Staff/ Volunteer	S-25	api/titlevii/staff	LocalTotalHoursByStateReps	Must be a numeric value that contains no commas, no dollar signs, must be greater than zero, and also must be a whole number. **This number may be zero if S-24 is zero also**
State-Staff/ Volunteer	S-26	api/titlevii/staff	LocalTotalOtherVolunteers	Must be a numeric value that contains no commas, no decimals, no dollar signs, and also must be a whole number. **This number may be zero**.

5 Funds Expended

This section may be uploaded or entered manually. Only the data in the value column may be changed.

Component	ACL Ref #	Resource	Field	Value
State-Funding	S-30	api/titlevii/expended	Chapter2	Must be a numeric value that contains no commas, no dollar signs, and also must be a whole number. **This number may be zero**.
State-Funding	S-31	api/titlevii/expended	Chapter3	Must be a numeric value that contains no commas, no dollar signs, and also must be a whole number. **This number may be zero**.
State-Funding	S-32	api/titlevii/expended	StateLevel	Must be a numeric value that contains no commas, no dollar signs, and also must be a whole number. **This number may be zero**.
State-Funding	S-33	api/titlevii/expended	AaaLevel	Must be a numeric value that contains no commas, no dollar signs, and also must be a whole number. **This number may be zero**.
State-Funding	S-34	api/titlevii/expended	TotalFedFunds	Must be a numeric value that contains no commas, no dollar signs, and also must be a whole number. **This number may be zero**.
State-Funding	S-35	api/titlevii/expended	OtherFedSources	If there are no additional Federal sources that you would like to add, this must be **TRUE** If there are additional Federal sources that you would like to add, this must be **FALSE**
State-Funding	S-35-01	api/titlevii/expended	MedicaidAdmin	If no Medicaid Administrative Claiming funds were expended, this must be **FALSE** If Medicaid Administrative Claiming funds were expended, this must be **TRUE**
State-Funding	S-35-02	api/titlevii/expended	OtherMedicaid	If no Other Medicaid funds were expended, this must be **FALSE**

Component	ACL Ref #	Resource	Field	Value
				If Other Medicaid funds were expended, this must be **TRUE**
State-Funding	S-35-03	api/titlevii/expended	SocialServices	If no Social Services Block Grant funds were expended, this must be **FALSE** If Social Services Block Grant funds were expended, this must be **TRUE**
State-Funding	S-35-04	api/titlevii/expended	CommunityServices	If no Community Services Block Grant funds were expended, this must be **FALSE** If Community Services Block Grant does need to be selected, this must be **TRUE**
State-Funding	S-35-05	api/titlevii/expended	seniorMedicarePatrol	If no Senior Medicare Patrol level funds were expended, this must be **FALSE** If Senior Medicare Patrol level funds were expended, this must be **TRUE**
State-Funding	S-35-06	api/titlevii/expended	Victims	If no Victims of Crime Act funds were expended, this must be **FALSE** If Victims of Crime Act funds were expended, this must be **TRUE**
State-Funding	S-35.1-99.1	api/titlevii/expended	1#UserDefinedFedSources#Value	Must be a text description of other Federal sources not already listed in Other Federal Sources **Maximum length of description is 500 characters**
State-Funding	S-35.1-99.2	api/titlevii/expended	2#UserDefinedFedSources#Value	An additional other Federal sources. Must be a text description of other Federal sources not already listed in Other Federal Sources **Maximum length of description is 500 characters.**
State-Funding	S-36	api/titlevii/expended	TotalStateFunds	Must be a numeric value that contains no commas, no dollar signs, and also must be a whole number **This number may be zero**.
State-Funding	S-37	api/titlevii/expended	OtherStateSources	If there are no additional State sources that you would like to add, this must be **TRUE** If there are additional State sources that you would like to add, this must be **FALSE**
State-Funding	S-37-01	api/titlevii/expended	GeneralFunds	If no General Funds were expended, this must be **FALSE** If General Funds were expended, this must be **TRUE**
State-Funding	S-37-02	api/titlevii/expended	BedFee	If no State bed fee or tax funds were expended, this must be **FALSE**

Component	ACL Ref #	Resource	Field	Value
				If State bed fee or tax funds were expended, this must be **TRUE**
State-Funding	S-37-03	api/titlevii/expended	MonetaryPenalties	If no Civil Monetary Penalties funds were expended, this must be **FALSE** If Civil Monetary Penalties funds were expended, this must be **TRUE**
State-Funding	S-37-04	api/titlevii/expended	StatePrivateFunds	If no Public funds (foundation grants, etc.) were expended, this must be **FALSE** If Public funds (foundation grants, etc.) were expended, this must be **TRUE**
State-Funding	S-37.1-99.1	api/titlevii/expended	1#UserDefinedStateSources# Value	An additional other State source. Must be a text description of other State sources not already listed in Other State Sources. **Maximum length of description is 500 characters**
State-Funding	S-37.1-99.2	api/titlevii/expended	2#UserDefinedStateSources# Value	An additional other State source. Must be a text description of other State sources not already listed in Other State Sources. **Maximum length of description is 500 characters**.
State-Funding	S-38	api/titlevii/expended	TotalLocalFunds	Must be a numeric value that contains no commas, no dollar signs, and also must be a whole number.
State-Funding	S-39	api/titlevii/expended	OtherLocalSources	If there are no additional Local sources that you would like to add, this must be **TRUE** If there are additional Local sources that you would like to add, this must be **FALSE**
State-Funding	S-39-01	api/titlevii/expended	LocalGov	If no Local Government funds were expended, this must be **FALSE** If Local Government funds were expended, this must be **TRUE**
State-Funding	S-39-02	api/titlevii/expended	LocalPrivateFunds	If no Public grants/funds were expended, this must be **FALSE** If Public grants/funds were expended, this must be **TRUE**
State-Funding	S-39-03	api/titlevii/expended	OtherStateFunding	If no State General funds were expended, this must be **FALSE** If State General funds were expended does need to be selected, this must be **TRUE**

Component	ACL Ref #	Resource	Field	Value
State-Funding	S-39-04	api/titlevii/expended	OtherFedFunding	If no Other federal funding obtained at local (but not statewide) level were expended, this must be **FALSE** If Other federal funding obtained at local (but not statewide) level were expended, this must be **TRUE**
State-Funding	S-39.1-99.1	api/titlevii/expended	1#UserDefinedLocalSources#Value	An additional other Local source. Must be a text description of other Local sources not already listed in Other Local Sources. **Maximum length of description is 500 characters.**
State-Funding	S-39.1-99.2	api/titlevii/expended	2#UserDefinedLocalSources#Value	An additional other Local sources. Must be a text description of other Local sources not already listed in Other Local Sources. **Maximum length of description is 500 characters.**

6 Facility

This section may be uploaded or entered manually. Only the data in the value column may be changed.

Component	ACL Ref #	Resource	Field	Value
State-Facilities	S-41	api/titlevii/capacity	TotalNumberNursing	Must be a numeric value that contains no commas, no decimals, no dollar signs, must be greater than zero, and also must be a whole number. **This number may NOT be zero.**
State-Facilities	S-42	api/titlevii/capacity	TotalCapacityNursing	Must be a numeric value that contains no commas, no decimals, no dollar signs, must be greater than zero, and also must be a whole number. **This number may NOT be zero.**
State-Facilities	S-43	api/titlevii/capacity	TotalNumberRCC	Must be a numeric value that contains no commas, no decimals, no dollar signs, must be greater than zero, and also must be a whole number.

Component	ACL Ref #	Resource	Field	Value
				This number may NOT be zero.
State-Facilities	S-44	api/titlevii/capacity	TotalCapacityRCC	Must be a numeric value that contains no commas, no decimals, no dollar signs, must be greater than zero, and also must be a whole number. **This number may NOT be zero.**
State-Facilities	S-45	api/titlevii/rccinfo	RccType	Must be a text description of RCC Type that lists the license, registration or certification type of the RCC. Text entered may be alpha-numeric. **Maximum length of 500 characters.**
State-Facilities	S-46	api/titlevii/rccinfo	RccTypeDef	Must be a text description of RCC Type Definition that describes the state definition of a RCC facility. Text entered may be alphanumberic. **Maximum length of 3400 characters.**
State-Facilities	S-47	api/titlevii/rccinfo	RccMin	Must be a numeric value that contains no commas, no decimals, no dollar signs, must be greater than zero, and also must be a whole number. **This number may NOT be zero.**
State-Facilities	S-47.1	api/titlevii/rccinfo	RccMax	Must be a numeric value that contains no commas, no decimals, no dollar signs, must be greater than zero, and also must be a whole number. **This number may NOT be zero.**
State-Facilities	S-47-01	api/titlevii/rccinfo	RccMinCheck	If there is No Minimum amount for RCC Type Capacity, this must be **FALSE** If there is a Minimum amount for RCC Type Capacity, this must be **TRUE**
State-Facilities	S-47.1-02	api/titlevii/rccinfo	RccMaxCheck	If there is No Maximum amount for RCC Type Capacity, this must be **FALSE** If there is a Maximum amount for RCC Type Capacity, this must be **TRUE**

7 Program Activities

This section may be uploaded or entered manually. Only the data in the value column may be changed.

Component	ACL Ref #	Resource	Field	Value
State-Activities	S-48	api/titlevii/activities	CertTrainingHours	Must be a numeric value that contains no commas, no dollar signs, must be greater than zero, and also must be a whole number.
State-Activities	S-49	api/titlevii/activities	TrainingHoursRequried	Must be a numeric value that contains no commas, no dollar signs, must be greater than zero, and also must be a whole number.
State-Activities	S-50	api/titlevii/activities	NewCertCompletions	Must be a numeric value that contains no commas, no decimals, no dollar signs, and also must be a whole number.
State-Activities	S-51	api/titlevii/activities	TrainingSessNursing	Must be a numeric value that contains no commas, no decimals, no dollar signs, and also must be a whole number.
State-Activities	S-52	api/titlevii/activities	TrainingSessRCC	Must be a numeric value that contains no commas, no decimals, no dollar signs, and also must be a whole number.
State-Activities	S-55	api/titlevii/activities	InfoAndAssistIndiv	Must be a numeric value that contains no commas, no decimals, no dollar signs, and also must be a whole number.
State-Activities	S-53	api/titlevii/activities	InfoAndAssistStaffNursing	Must be a numeric value that contains no commas, no decimals, no dollar signs, and also must be a whole number.
State-Activities	S-54	api/titlevii/activities	InfoAndAssistStaffRCC	Must be a numeric value that contains no commas, no decimals, no dollar signs, and also must be a whole number.
State-Activities	S-56	api/titlevii/activities	MultipleVisitsNursing	Must be a numeric value that contains no commas, no decimals, no dollar signs, and also must be a whole number.
State-Activities	S-57	api/titlevii/activities	TotalVisitsNursing	Must be a numeric value that contains no commas, no decimals, no dollar signs, and also must be a whole number.

Component	ACL Ref #	Resource	Field	Value
State-Activities	S-58	api/titlevii/activities	RoutineAccessNursing	Must be a numeric value that contains no commas, no decimals, no dollar signs, and also must be a whole number.
State-Activities	S-59	api/titlevii/activities	MultipleVisitsRCC	Must be a numeric value that contains no commas, no decimals, no dollar signs, and also must be a whole number.
State-Activities	S-60	api/titlevii/activities	TotalVisitsRCC	Must be a numeric value that contains no commas, no decimals, no dollar signs, and also must be a whole number.
State-Activities	S-61	api/titlevii/activities	RoutineAccessRCC	Must be a numeric value that contains no commas, no decimals, no dollar signs, and also must be a whole number.
State-Activities	S-62	api/titlevii/activities	SurveyNursing	Must be a numeric value that contains no commas, no decimals, no dollar signs, and also must be a whole number.
State-Activities	S-63	api/titlevii/activities	SurveyRCC	Must be a numeric value that contains no commas, no decimals, no dollar signs, and also must be a whole number.
State-Activities	S-64	api/titlevii/activities	ResidentCouncilNursing	Must be a numeric value that contains no commas, no decimals, no dollar signs, and also must be a whole number.
State-Activities	S-65	api/titlevii/activities	ResidentCouncilRCC	Must be a numeric value that contains no commas, no decimals, no dollar signs, and also must be a whole number.
State-Activities	S-66	api/titlevii/activities	FamilyCouncilNursing	Must be a numeric value that contains no commas, no decimals, no dollar signs, and also must be a whole number.
State-Activities	S-67	api/titlevii/activities	FamilyCouncilRCC	Must be a numeric value that contains no commas, no decimals, no dollar signs, and also must be a whole number.
State-Activities	S-68	api/titlevii/activities	CommunityEdu	Must be a numeric value that contains no commas, no decimals, no dollar signs, and also must be a whole number.
State-Activities	S-69-01	api/titlevii/activities	AaaPrograms	If there are no Area agency on aging program activities, this must be **FALSE** If there are Area agency on aging program activities, this must be **TRUE**
State-Activities	S-69-02	api/titlevii/activities	ResourceCenters	If there are no Aging and disability resource center activities, this must be **FALSE**

Component	ACL Ref #	Resource	Field	Value
				If there are Aging and disability resource center activities, this must be **TRUE**
State-Activities	S-69-03	api/titlevii/activities	AdultProtectiveServices	If there are no Adult protective services program activities, this must be **FALSE**
				If there are Adult protective services program activities, this must be **TRUE**
State-Activities	S-69-04	api/titlevii/activities	ProtectionAndAdvocacy	If there are no Protection and advocacy systems activities, this must be **FALSE**
				If there are Protection and advocacy activities, this must be **TRUE**
State-Activities	S-69-05	api/titlevii/activities	CertificationPrograms	If there are no Facility and long-term care provider licensure and certification activities, this must be **FALSE**
				If there are Facility and long-term care provider licensure and certification activities, this must be **TRUE**
State-Activities	S-69-06	api/titlevii/activities	FraudControl	If there are no State Medicaid fraud control unit activities, this must be **FALSE**
				If there are State Medicaid fraud activities, this must be **TRUE**
State-Activities	S-69-07	api/titlevii/activities	VictimAssistance	If there are no Victim assistance program activities, this must be **FALSE**
				If there are Victim assistance program activities, this must be **TRUE**
State-Activities	S-69-08	api/titlevii/activities	LawEnforcement	If there are no State and local law enforcement agencies activities, this must be **FALSE**
				If there are State and local law enforcement agencies activities, this must be **TRUE**
State-Activities	S-69-09	api/titlevii/activities	CompetentJurisdiction	If there are no Courts of competent jurisdiction activities, this must be **FALSE**
				If there are Courts of competent jurisdiction activities, this must be **TRUE**
State-Activities	S-69-10	api/titlevii/activities	LegalAssistance	If there are no State legal assistance developer and legal assistance program activities, this must be **FALSE**
				If there are State legal assistance developer and legal assistance program activities, this must be **TRUE**
State-Activities	S-69-11	api/titlevii/activities	IndependentLiving	If there are no Centers for Independent Living activities, this must be **FALSE**
				If there are Centers for Independent Living activities, this must be **TRUE**

Component	ACL Ref #	Resource	Field	Value
State-Activities	S-69-98	api/titlevii/activities	NoCoordActivities	If there are no State and Local Level Coordination Activities, this must be **FALSE** If there are State and Local Level Coordination Activities, this must be **TRUE**
State-Activities	S-69.1-99	api/titlevii/activities	1#OtherCoordinationActivities#Value	Must be a numeric value that contains no commas, no decimals, no dollar signs, must be greater than zero, and also must be a whole number. **Maximum length of 500 characters.**
State-Activities	S-69.1-99.1	api/titlevii/activities	2#OtherCoordinationActivities#Value	Must be a numeric value that contains no commas, no decimals, no dollar signs, must be greater than zero, and also must be a whole number. **Maximum length of 500 characters.**