




STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
LANSING

GRETCHEN WHITMER  
GOVERNOR

ELIZABETH HERTEL  
DIRECTOR

## MEMORANDUM

**DATE:** February 4, 2022  
**TO:** Area Agency on Aging Directors  
**FROM:** Kate Massey, Director, Health and Aging Services Administration   
**SUBJECT:** Data Reporting Requirements for Older Americans Act Title III-D Funds

### TRANSMITTAL LETTER #2022-471

This is a transmittal letter to update the Area Agencies on Aging of an upcoming modification in the data collection and reporting process for Title III-D funding. The Michigan Department of Health and Human Services (MDHHS), Health & Aging Services Administration (HASA), is required to collect data from programs funded with Older Americans Act (OAA) Title III-D funds and evidence-based disease prevention (EBDP) programs funded through other sources. Effective February 15, 2022, data collected for EBDP programs must be submitted to HASA within 30 days of completion of the program through the process outlined in the attached document.

This data collection will facilitate enhanced reporting of the scope and reach of wellness and self-management programs. It will also align with National Aging Program Information System (NAPIS) reporting requirements for OAA Title III-D disease prevention and health promotion programs. The data will be compared to the programs listed in Annual Implementation Plans.

Please refer to the attached reporting instructions for additional information. If you have questions, please contact Kayla Smith, Health Promotion and Wellness Coordinator, at [SmithK138@mchigan.gov](mailto:SmithK138@mchigan.gov).

KM/SW/ks

Attachment

cc: Scott Wamsley, Director, Aging, Community Living, and Supports Bureau  
Kristina Leonardi, Director, Community Living Supports & Long-Term Care Policy Division  
Cindy Masterson, Director, Operations & Aging Network Support Division  
Sophia Hines, Manager, Health Promotion & Active Aging Section  
Kayla Smith, Health Promotion and Wellness Coordinator  
Operations & Aging Network Support Division staff

## Instructions for Completing Title III-D Program Data Reporting

Disease Prevention and Health Promotion programs are divided into two types. Please refer to the reporting frequency listed below for each.

- I. Programs with start/end dates
  - a. Report within 30 days of program completion
  
- II. Programs without start/end dates: programs that are on-going, such as EnhanceFitness.
  - a. Report quarterly:
    - i. **January 15<sup>th</sup>** for reporting period October 1<sup>st</sup> through December 31<sup>st</sup>.
    - ii. **April 15<sup>th</sup>** for reporting period January 1<sup>st</sup> through March 31<sup>st</sup>.
    - iii. **July 15<sup>th</sup>** for reporting period April 1<sup>st</sup> through June 30<sup>th</sup>.
    - iv. **October 15<sup>th</sup>** for reporting period July 1<sup>st</sup> through September 30<sup>th</sup>.

**Method of reporting:** Secure file upload through the OSA Partner website.

**\*Note: This process does not substitute for required reporting in NAPIS.**

## Fields Required by HASA for Data Collection

### Program Level Data

1. Name of program
2. Start date
3. End date
4. Name and location of program – address, city, zip
5. Type of organization (i.e., AAA, senior center, commission/council/dept. on aging, medical facility, faith-based organization, etc.,)
6. Session zero (an introductory or pre-session) offered. Yes/No
7. Delivery method (virtual/in-person)
8. Language offered
9. Funding Source
10. Workshop Cost

### Participant Level Data

**Demographic Questions will include:**

1. Participant ID
2. Pre or Post class/workshop survey
3. Zip Code
4. Current age (not birthdate)

*ATTACHMENT*

*TL #2022-471 - Data Reporting Requirements for OAA Title III-D Funds*

*February 4, 2022*

5. Race:
  - a. American Indian or Alaskan Native
  - b. Asian
  - c. Black or African American
  - d. Native Hawaiian/Other Pacific Islander
  - e. White or Caucasian
  - f. Prefer not to answer
  - g. Other
  
6. Ethnicity:
  - a. Hispanic or Latinx
  - b. Middle Eastern or Arab American
  - c. Not listed
  - d. Prefer not to answer
  
7. Gender:
  - a. Female
  - b. Male
  - c. Transgender
  - d. Gender Non-Conforming
  - e. Other
  - f. Prefer not to answer
  
8. Sexual Orientation:
  - a. Straight/Heterosexual,
  - b. Homosexual/Lesbian/Gay
  - c. Bisexual
  - d. Other
  - e. Prefer not to answer

**Social Isolation Questions will include:**

1. How often do you feel that you lack companionship?
  - a. Hardly Ever
  - b. Some of the Time
  - c. Often
  
2. How often do you feel left out?
  - a. Hardly Ever
  - b. Some of the Time
  - c. Often
  
3. How often do you feel isolated from others?
  - a. Hardly Ever
  - b. Some of the Time
  - c. Often

**\*Questions sourced from UCLA Three-Item Loneliness Scale**

**Post Session Satisfaction Questions will include:**

1. Overall, how satisfied were you with the class?
  - a. Very satisfied
  - b. Somewhat satisfied
  - c. Neither satisfied nor dissatisfied
  - d. Somewhat dissatisfied
  - e. Very dissatisfied
  
2. Overall, how satisfied were you with the class leader(s)?
  - a. Very satisfied
  - b. Somewhat satisfied
  - c. Neither satisfied nor dissatisfied
  - d. Somewhat dissatisfied
  - e. Very dissatisfied
  
3. How satisfied were you that the leader(s) were engaging and inclusive?
  - a. Very satisfied
  - b. Somewhat satisfied
  - c. Neither satisfied nor dissatisfied
  - d. Somewhat dissatisfied
  - e. Very dissatisfied
  
4. After taking this class, I am more confident I can manage my health conditions.
  - a. Very satisfied
  - b. Somewhat satisfied
  - c. Neither satisfied nor dissatisfied
  - d. Somewhat dissatisfied
  - e. Very dissatisfied
  
5. Do you feel like you were able to connect with others given the format (on-line, over the phone, in-person) that was used in this class?
  - a. Yes
  - b. No
  - c. Maybe
  
6. In the future, how would you prefer to attend a class/program series?
  - a. In-person
  - b. Virtual/internet
  - c. Phone
  
7. How likely are you to recommend this class to a friend or family member? Scale of 0 to 10 with 0 indicating "not at all likely" and 10 "extremely likely"
  
8. Please enter any additional comments.