Q&A Office Hours: Three Steps for Collecting & Submitting Legal Assistance State Performance Report (SPR) Data

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Housekeeping

• All on mute. Use Questions function for substantive questions and for technical concerns.
• Problems getting on the webinar? Send an e-mail to NCLER@acl.hhs.gov.
• Written materials and a recording will be available at NCLER.acl.gov. See also the chat box for this web address.
About NCLER

The National Center on Law and Elder Rights (NCLER) provides the legal services and aging and disability communities with the tools and resources they need to serve older adults with the greatest economic and social needs. A centralized, one-stop shop for legal assistance, NCLER provides Legal Training, Case Consultations, and Technical Assistance on Legal Systems Development. Justice in Aging administers the NCLER through a contract with the Administration for Community Living’s Administration on Aging.
About Administration for Community Living (ACL)

The Administration for Community Living was created around the fundamental principle that older adults and people of all ages with disabilities should be able to live where they choose, with the people they choose, and with the ability to participate fully in their communities.

By funding services and supports provided by networks of community-based organizations, and with investments in research, education, and innovation, ACL helps make this principle a reality for millions of Americans.
Poll 1

Who is in the audience?
A. Title III B legal assistance provider
B. Area Agency on Aging
C. Legal Assistance Developer
D. Other State Unit on Aging Staff
E. Other – please share in Questions Box
Road Map

• Introduction & Review
• Three Steps for Collecting & Submitting Legal Assistance SPR Data
  • Live Demo
• Q&A
  • Enter your questions in the Questions Box
• Resources
Review
Legal Assistance & ACL Reporting

• Pre-FFY 2022 status:
  • Legal assistance providers report hours of service to ACL via AAA contractors and State Units on Aging

• Impetus for change:
  • ACL wants to better understand Older Americans Act-funded activities through more targeted data
  • For legal assistance—tell the story more comprehensively

• Added new data elements:
  • Open/Closed cases
  • Case type
  • Level of service provided
  • Demographics of clients served
Timeline Overview

October 1, 2021:
First day of data collection period

October 2022 - January 2023:
Legal assistance providers prepare their SPR data report and submit report to their AAA or SUA (at state option)

September 30, 2022:
Last day of data collection period

January 31, 2023:
Last day for states to submit FFY 2022 data to ACL
Roles & Responsibilities

• Legal Assistance Providers:
  • Collect required data elements for the reporting period
  • Produce a report according to ACL’s requirements
  • Submit report to AAA or SUA at state discretion

• AAAs & SUAs
  • Submit SPR data to ACL via Older Americans Act Performance System (OAAPS)
  • Communication and coordination between legal assistance providers, AAAs, and/or SUAs about providing report in correct format

• Other Stakeholders:
  • Stay informed and share/use ACL reference guides and other resources
Protecting Client Information

• Legal assistance is a “Restricted” service for purposes of the SPR data system (OAAPS)
• Data on demographic and consumer characteristics is aggregated and de-identified
• No disclosures of personally identifiable information
• No aggregation with other Titles III, VI, or VII SPR data
Learn More

• For more information about the new data elements, roles, and responsibilities, and more, access past trainings
  • Understanding the Impact of Legal Assistance: New Reporting Requirements for OAA-Funded Programs
  • Q&A Session
• SPR Legal Assistance Guidebook
Three Easy Steps to Collect and Submit Legal Assistance SPR Data
Steps

1. Legal assistance provider prepares OAAPS-compatible report

2. Legal assistance provider sends the report to AAA or SUA

3. AAA or SUA submits report in OAAPS
Step One: October 1, 2021-September 30, 2022

• The first SPR data collection reporting period.

• Legal assistance providers under contract to Area Agencies on Aging have been collecting and recording their required SPR data about their clients and their legal cases using their legal case management systems.

• RESOURCES: Learn more about the legal assistance SPR data elements
  • Legal Assistance SPR Guidebook
  • LA SPR FAQ
  • Legal Assistance SPR Training Slides
Legal Assistance Provider SPR Tool

• Many legal assistance providers have used the ACL-created Legal Assistance Provider SPR Tool and some have used other methods to collect and record these data or another data collection tool.

• RESOURCES: Legal Assistance Provider SPR Tool (LAPST), LAPST Guidebook, and LAPST FAQs
Step Two: October 2022-January 2023

• It’s time to submit the legal assistance SPR data!
• Here’s how it works – the legal assistance providers submit data to Area Agency on Aging (AAA) or State Unit on Aging (SUA), as designated by the SUA.

• RESOURCE:
  • Legal Assistance SPR Guidebook shows step by step process for data collection and submission.

• IMPORTANT REMINDER – legal assistance SPR data must remain de-identified and must be submitted separately from all other SPR data
Step Three: October 2022-January 2023 (with deadline of January 31, 2023)

- AAA or SUA as designated by the SUA formally submits data by uploading to ACL’s Older Americans Act Performance System (OAAPS).
- LIVE VIDEO DEMO
- Legal assistance SPR data reports must be uploaded into OAAPS separately from all other SPR data.
**Legal Assistance SPR Resources**

- **ACL OAAPS Website**
  - Navigate to Resources
  - Select OAA Title III & Title VII - State Performance Report
  - Select Legal Assistance Resources from left sidebar
Legal Assistance Resources

Legal Assistance LSC Codes Cross Walk to Title III SPR Case Types
ACL SPR data case types align with Older Americans Act priority areas, and as a result, do not align exactly with LSC data codes. The OAAPS Legal Assistance LSC...

Format/Size: pdf/57.4KB
Last Posted Date: 06-14-2021

OAAPS Legal Assistance Guidebook
This guidebook provides information about changes to the SPR data collection and reporting requirements for legal assistance and guidance on producing the...

Format/Size: pdf/824KB
Last Posted Date: 06-14-2021

Legal Assistance Provider SPR Tool
The Legal Assistance Provider SPR Tool (LAPST) helps legal assistance providers fulfill SPR reporting requirements by converting Legal Assistance SPR data into the...

Format/Size: xlsx/1662KB
Last Posted Date: 11-19-2021

Legal Assistance SPR FAQ
The Legal Assistance SPR FAQ provides answers to questions about the changes to legal assistance SPR reporting requirements.

Format/Size: pdf/903KB
Last Posted Date: 12-20-2021

Legal Assistance Provider SPR Tool Guidebook
The Legal Assistance Provider Tool (LAPST) Guidebook includes detailed instructions on how legal assistance providers should use the LAPST.

Format/Size: pdf/261KB
Last Posted Date: 12-20-2021

Legal Assistance Provider SPR Tool FAQ
The Legal Assistance Provider SPR Tool (LAPST) FAQ answers some frequently asked questions regarding who (legal assistance providers) should use the LAPST...

Format/Size: pdf/632KB
Last Posted Date: 05-14-2021
Past Trainings

• Understanding the Impact of Legal Assistance: New Reporting Requirements for OAA-Funded Programs
  • Recording
  • Slides

• Q&A Session—Understanding the Impact of Legal Assistance: New Reporting Requirements for OAA-Funded Programs
  • Recording
  • Slides
Questions?

Please enter your questions in the Questions Box on your control panel.
Connect with Us

• Still have questions about data collection or submission? Send questions to ACL-OAAPS-Pilot@icf.com.
Poll 2

What additional training opportunities would be helpful for you to prepare for the new SPR?

A. More webinar trainings
B. Opportunity to consult with ACL or NCLER
C. Opportunity to practice using the Legal Assistance Provider SPR Tool
D. More written resources
E. Other—share in Questions Box
Visit Our Website: ncler.acl.gov

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