



PROGRAM INSTRUCTION

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TO: Subrecipients of the State Unit on Aging

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SUBJECT: ADRC Data Information

CONTENT: The following Program Instruction provides guidance related to collection and entry of ADRC data information and the ADRC Intake document.

Accurate and timely data is important to the success of the ADRC. It allows the ADRCs to track the important services they provide to clients so they are served as efficiently and thoroughly as possible. Additionally, it allows the State Unit on Aging to meet its requirement to provide the ADRC Legislative Report with the most complete data.

In order to maintain the most complete data, follow data entry guidelines set forth in the Operations Manual. As of this publication, the guideline mandates data is entered within two business days of service completion.

Additionally, please complete the ADRC Intake as much as possible. There are instances where a client will wish to remain anonymous or very simple, factual information is provided where client data is not necessary to obtain. In instances where client data is obtained to provide Information & Referral, Options Counseling or any other Registered ADRC service, please complete the corresponding parts of the ADRC Intake.

If you have questions, please contact DHHS.Aging@nebraska.gov