



PROGRAM INSTRUCTION

SUA-22-PI-1 8/30/2021

TO: Subrecipients of the State Unit on Aging

FROM: Cynthia Brammeier, Administrator

State Unit on Aging, Division of Medicaid & Long-Term Care

BY: Ben Stromberg, Program Manager

Amy Hochstetler, Information Technology Business Systems Analyst

Coordinator **ASH**

Lance Balkus, Information Technology Business Systems Analyst \mathcal{LB}

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

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.