
—TECHNICAL ASSISTANCE MEMORANDUM—

Texas Department of Aging and Disability Services (DADS) – Access and Intake Division

TITLE:	Corrected Quarterly Performance Report (QPR)	NUMBER:	AAA-TA 401
SECTION:	Area Agencies on Aging	APPROVAL:	Betty Ford
ISSUE DATE:	2/1/08	REVISION DATE:	9/23/09
RELEVANT CITATIONS:	NA		
DISTRIBUTION:	<input type="checkbox"/> Executive Director <input checked="" type="checkbox"/> Director <input checked="" type="checkbox"/> Fiscal Director <input checked="" type="checkbox"/> AAA Section Staff		

The Department is revising the technical assistance memorandum (TA) to include on-site monitoring as an event which may require a corrected QPR to be submitted. No substantive changes have been made.

When a AAA determines a correction is needed on a prior QPR, the AAA must e-mail the Department's Help Desk at T3Ahelp@dads.state.tx.us.

- If the LBB reporting process has not closed, the Help Desk will instruct the AAA to submit a **corrected current quarter QPR** and provide the AAA with a reporting deadline to submit the correction to T3Areports@dads.state.tx.us with the subject line: Corrected QPR Q xx.
- If the LBB reporting process is closed, the Help Desk will instruct the AAA to record the corrections as **corrections to prior periods on the following quarter's QPR** and the AAA will submit the QPR to T3Areports@dads.state.tx.us with the subject line: Corrected QPR Q xx.

A corrected QPR received from a AAA for the current quarter will replace the prior submission for the quarter and will be used by the Department for reporting purposes.

A QPR received after the Department has closed the LBB reporting process is reviewed and corrections are made to only those services where PMT or on-site monitoring is conducted. As the QPR submitted may not contain all the information for the reporting period, the report is deleted at the end of each QPR reporting period.

In order to have the corrected report included in the PMT process or on-site monitoring review, the Department must receive the AAA's corrected QPR before the Department issues the PMT Initial Request for Summary Information memo to the AAA or on site monitoring confirmation letter with self assessment workbook .