



COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: AIM Administrators and their Directors, Area Agencies on Aging

FROM: Deb Loving

DATE: April 22, 2009

SUBJECT: Reporting ARRA Nutrition to VDA

Two new NAPIS categories have been created to fulfill the requirement of separately tracking and reporting ARRA Meals for FY09 as outlined in the ARRA Guidance document of April 7, 2009. If your agency is using Recovery Act funds and you use the AIM system for data collection, please do the following:

- Download and run the ARRA script on your AIM pc from the VDA website at <http://vda.virginia.gov/aimscripts.asp>
- Open AIM and login.
 - After entering your username and password, you will be prompted to acknowledge that an upgrade needs to be installed. Answer OK.
 - Wait a few seconds; you may see a popup quickly flash on your screen. Then another popup will appear prompting "Database Upgrade Complete?". Answer OK and AIM will open.
- To confirm that the script was successful, run the VA98 report, and you should see the new NAPIS Groups at the end of the report (items #201 & 202).
- Download the updated Information System Service Guide and see page one for guidance on setting up the ARRA meals:
<http://vda.virginia.gov/pdfdocs/InformationSystemServiceGuide.pdf>
- Create the ARRA Meal Activities in your AIM system and begin collecting data.

The VA95 report will show the new activities, and from there you can transfer information to the AMR-ARRA for submission to VDA.

For agencies using or in the process of migrating to PeerPlace: Please note that the ARRA details are being finalized for the PeerPlace system and information will be available soon. Contact the [NWD Helpdesk](#) if you have questions or an urgent need for the info.

Please share this memo with others in your agency who need to know, if I've neglected to include them. Feel free to contact me for clarification or assistance. Thanks!