

Appendix A  
Submission of 2003 SPR Data

Option 1: Mailing diskette to the AoA Central Office

When you mail the diskette, please let us know if the transmittal file was created by SPRDIA or by an alternate method. Send the diskette via a private delivery service (such as FedEx or UPS) accompanied by a cover letter signed by the Director, State Unit on Aging, directly to the AoA Central Office at the following address:

Administration on Aging  
Office of Evaluation  
1 Massachusetts Avenue, NW, 5<sup>th</sup> Floor  
Washington, D. C. 20201  
Attn: NAPIS 2003

States may use the FY 2000 SPRDIA (save files as FY2003) or request another CD from AoA by calling Steve Cordasco at (202) 357-3407 or e-mailing him at [steve.cordasco@aoa.gov](mailto:steve.cordasco@aoa.gov).

Option 2: Sending Files via Internet Mail

The diskette you insert in the "Transmit" process will have 10 or 11 DBF files and 2 text files unless your state has received waivers of some of the requirements. The following steps are generic steps to send the data files. For questions regarding your specific mail system, please see your system administrator.

Send a message to: [NAPIS-SPR@AOA.GOV](mailto:NAPIS-SPR@AOA.GOV)

Attach the data files to the Internet mail message. Note that the files are "binary attachments". Some E-mail systems require manual conversion of the binary files to a transmittable format, or "encoding", while others handle this automatically. The preferred encoding method is "UUEncoding" for these attachments. Please see your system administrator on this if you have a question.

Specify that the message be sent certified, if possible. This will return a message that the mail has been received at AoA. In the body of the E-mail message, please identify:

- ☛ State and Fiscal Year of the data being sent;
- ☛ Size of each file attached;
- ☛ Name, address, and phone number of the point of contact; and
- ☛ Whether the file was generated by SPRDIA or an alternate method.

Follow up with a letter signed by the Director, State Unit on Aging, to the address listed above indicating that data for FY 2003 have been transmitted.

When transmitting their data, states should identify a specific person (with telephone and FAX numbers) in the State Unit on Aging whom the AoA Division of Information Resources Management staff can contact if there are technical problems with the transmittal of the SPR data.

These are the files to initially send to AoA if you opt to send an initial minimized report.

1. XXUNDUPL.DBF
2. XXCLBREV.DBF
3. XXEXPTYP.DBF
4. XXUNITS.DBF
5. XXFOCAL.DBF
6. XXSTAFF.DBF

These are the full set of files to send to AoA unless your state has received a waiver of some requirements.

1. XXUNDUPL.DBF
2. XXCLBREV.DBF
3. XXCLDET1.DBF
4. XXCLDET2.DBF
5. XXEXPTYP.DBF
6. XXOTHEXP.DBF
7. XXUNITS.DBF
8. XXPROVDR.DBF
9. XXDEVELOP.TXT
10. XXFOCAL.DBF
11. XXSTAFF.DBF

12. XXRPTTEC.TXT

13. XXOTHERSER.DBF (Optional)

Inquiries concerning the installation or use of SPRDIA or the transmittal of the data should be addressed to AoA at (202) 357-3407. Inquiries concerning the content of the SPR data should be addressed to your regional office.