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## AAA4 BULLETIN

<b>TO: AAA4 Funded Partners</b>	<b>NO: A4B2018.10</b>
<b>SUBJECT: New CDA SOGI Quarterly Reporting Forms – Legal Services</b>	<b>DATE ISSUED: 11/05/2018</b>
<b>REFERENCES:</b>	<b>SUPERSEDES: N/A</b>
<b>PROGRAMS AFFECTED:</b> <input type="checkbox"/> ALL <input checked="" type="checkbox"/> Title III-B <b>Legal Services Only</b> <input type="checkbox"/> Title III C-1 <input type="checkbox"/> Title III C-2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input type="checkbox"/> HICAP <input type="checkbox"/> OTO <input type="checkbox"/> Other	
<b>PURPOSE OF BULLETIN:</b> <input type="checkbox"/> Amend Policy or Procedure <input type="checkbox"/> Clarification <input checked="" type="checkbox"/> Information:	
<b>FOR INQUIRIES CONTACT:</b> Linda Berry – Regional Services Specialist	

This bulletin is to inform **Legal Services Providers** that the [California Legal Services Intake Form \(CDA 1021\)](#) and the [California Legal Services Quarterly Aggregate Report \(CDA 1022\)](#) have been updated and are available on the [Legal Assistance page of CDA’s website](#) and on the [AAA4 Forms](#) webpage.

The Lesbian, Gay, Bisexual, and Transgender (LGBT) Disparities Reduction Act of 2016 now requires CDA, AAA’s, and their Legal Service Providers (LSPs) begin collecting voluntarily self-identified information about sexual orientation and gender identity (SOGI).

Beginning with the second quarter of SFY 2018-19, please submit this updated **CDA 1022** by the 15<sup>th</sup> of the month following the end of each quarter. **CDA 1021** is not a form you are required to submit to AAA4; however, it has been updated to assist you in the collection of required data and may be revised to best meet your specific local needs. ***Please familiarize yourself with both of these forms and begin collecting the required data immediately if you have not already done so.***

Below is a sample script provided by the **California Department on Aging** on how to preface asking the sexual orientation and gender identity questions, which you are welcome to use or adapt:

*The funding received to provide Older Americans Act programs requires that we ask certain information from individuals receiving these services. **Your responses to these questions are voluntary and not required. Your responses do not have any impact on your eligibility for these services.** However, your responses to these socio-demographic questions will help us continue to assess how well we are doing and where we need to improve in providing outreach, information and assistance, and welcoming services to the many diverse communities in our service area. California law prohibits the public disclosure of personally identifying information, so your personal information will be kept confidential. Thank you for telling us a little more about yourself so we can better serve everyone in need of these services.*

Another approach is to remind both staff and participants that the information requested of participants sometimes changes. While the way a question is asked can impact how a participant responds, treating these questions like all other questions – *We make no assumptions about your responses to our intake questions, and are required to ask you the following, to which you are free to respond “I decline to state”* - may be an alternative to a more complicated script.

These more specific sexual orientation and gender identity questions offer an opportunity for individuals to choose from other the traditional responses that have been offered.

Please share this information with all appropriate staff, and contact your Regional Services Specialist with any questions or to request technical assistance.