

<b>PENNSYLVANIA DEPARTMENT OF AGING</b>		
 <b>COMMONWEALTH OF PENNSYLVANIA</b> <b>DEPARTMENT OF AGING</b> <b>Harrisburg, PA 17101</b>	<b>1. File Number:</b> APD # 06-01-05	<b>2. Disposition:</b> Rescinds #05-01-08
	<b>3. Issuance Date:</b> June 28, 2006	<b>4. Effective Date:</b> July 1, 2005
	<b>5. Program Area:</b> AAA Administration	
	<b>6. Origin:</b> Bureau of Program Integrity	<b>7. Contact:</b> Data Collection & Service Appeals Division (717) 783-6207

**AGING PROGRAM DIRECTIVE**

**SUBJECT: AREA AGENCY ON AGING (AAA) PROGRAM REQUIREMENTS, FINAL PLANNING ALLOCATIONS FOR THE TOBACCO/BRIDGE AGREEMENT FOR FY 2005-06**

**TO:**

EXECUTIVE STAFF BUREAU OF PROGRAM INTEGRITY ADMINISTRATION ON AGING AREA AGENCIES ON AGING PA ASSOCIATION OF AREA AGENCIES ON AGING	PA COUNCIL ON AGING BUREAU OF HOME & COMMUNITY BASED SERVICES DPW, OFFICE OF PROGRAM DEVELOPMENT & SUPPORT COMPTROLLER
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**FROM:**   
 William Johnston-Walsh  
 Deputy Secretary  
 Pennsylvania Department of Aging

  
 Ivonne Gutiérrez Bucher  
 Chief of Staff  
 Pennsylvania Department of Aging

**PURPOSE:** The purpose of this Aging Program Directive (APD) is to (1) set forth procedures for the submission of the Fiscal Year (FY) 2005-06 Budget pages and (2) transmit the amended FY 2005-06 funding levels for the AAAs that will continue to participate in this program.

**BACKGROUND:** The Bridge Program allocations have been amended on reported program activity. Only AAAs that experience a change in the allocation are required to complete an amendment. AAAs that do not have funding adjustments may submit a budget revision to the Department of Aging. The AAAs must comply with the established submission time frames and requirements.

The Bridge Program is funded by Tobacco Settlement Funds to enable individuals with limited income but higher resources to remain in a community setting and receive home and community-based services, rather than being admitted to a nursing care facility. Late in the FY 2004-05, the Department of Aging notified the AAAs of the phase-out of the Bridge Program. The AAAs were not permitted to enroll consumers who present for this program after June 30, 2005.

The final allocation schedule (ATTACH#1) reflects each AAA's allocation for Bridge Administrative Funds for AAA Administration, Care Management and Cost Sharing Management activities. The AAAs no longer receive Benefit Counseling funds in this program. Funding is based on actual AAA Bridge caseload to date and anticipated attrition from the program.

### **SLOT ALLOCATION PROCESS**

No additional consumers will be enrolled in this program.

### **PAYMENT PROVISIONS**

The Department of Aging has instituted a cost reimbursement system for administrative, service assistance and in-home services for the Tobacco/Bridge Program.

- **Bridge Administrative Costs:** The AAAs will be reimbursed for actual expenses for administration, care management and cost-sharing management activity as reported in SAMS and the fiscal reporting documents located in ATTACH#2 of this APD. The rate is not to exceed \$282 per month for each consumer carried over from the previous month and \$141 per month for each new consumer served during the month. The AAAs with Bridge consumers in the approval process prior to July 1, 2005, that are approved for this program will be awarded these funds during the Bridge Amendment process.
- **Service Assistance Funds:** Based on the availability of funding, Service Assistance funding may be provided by the Department of Aging to assist the AAAs with resources to provide payment to the provider for the consumer's share. Service Assistance funds will be provided according to a schedule of past due consumer cost shares reported by the AAA for the FY 2003-04 and the FY 2004-05. Service Assistance payments are subject to the availability of funds and will be awarded during the Bridge Amendment process.

- **In-Home Services:** The AAA will establish a care program and enter a care plan, service plan and service order in SAMS, according to procedures established by the Bureau of Program Integrity. A daily HCSIS client extract including the above information must be transmitted to the Department of Aging. The providers will bill the Department of Public Welfare PROMISE System for payments. The PROMISE system will pay 50% of the cost of allowable service directly to the provider. The AAA will use the available balance of Bridge Consumer Cost Share funds to pay the remaining 50%, according to a schedule of payments authorized and issued to the AAA from the HCSIS/PROMISE system.

### **COST SHARING FUNDS**

Any remaining balance of Bridge Cost Sharing funds in the AAA's possession at the time the AAA's Bridge Program is terminated must be transferred to Options Cost Sharing resources. Any funds collected after the program termination must also be reported as Options Cost Sharing funds.

### **PROGRAM REQUIREMENTS**

As outlined in APD #04-01-03, the AAAs must comply with the requirements set forth in APD #01-01-08, "Bridge Program", and the Home and Community Based Services (HCBS) Procedure Manual to determine eligibility and to provide service to approved consumers. Policies for the collection, accounting for and application of consumer co-payment revenues are incorporated in APD #01-01-08, Bridge Program.

The AAAs are advised that the Department of Aging will utilize the information entered into SAMS for all consumer data and service delivery reporting. The AAAs are required to keep all information current in SAMS.

### **BUDGET SUBMISSION REQUIREMENTS**

All revised fiscal documents of the Bridge Program Agreement are due Friday, June 30, 2006. Upon receipt and following review of the revised budget documents, the Department of Aging will process the revisions and notify the AAAs of approval.

Documents must be transmitted electronically to the Department of Aging in accordance with "Procedures for AAAs to Submit Program Reports to the Department". If technical assistance is needed for the electronic transmission of the Tobacco/Bridge Application, the AAAs are instructed to contact the Management Information Systems (MIS) Division of the Department.

The Department of Aging has completed an Amended Tobacco/Bridge Program Grant Agreement and has supplied the AAAs participating in the program with an electronic copy. Each participating AAA is required to submit one (1) copy of the Application for Support for Area Plan on Tobacco/Bridge Program (ATTACH#3, TBRAPP06) with original signatures. This document is due into the Department of Aging by close of business on June 30, 2006.

The AAAs that received additional funds are required to complete a Tobacco/Bridge Program Amendment revision by June 30, 2006, to reflect actual expenditures and caseload totals. At that time, the Application for Support for Area Plan on Tobacco/Bridge Program (TBRAPP06) must also be updated.

### **WHAT DO AAAs NEED TO DO TO SUBMIT THE AMENDMENT?**

The AAA is required to submit two (2) fiscal reporting documents each month for the Bridge Program. These documents (ATTACH#2) are:

- TBR11-06            Tobacco/Bridge Program Expenditures
- TBR15-06            Tobacco/Bridge Program Cost Sharing

These documents remain unchanged from the FY 2004-05 PFR. Documents and instructions for completion are located in ATTACH#2 of this document.

### **ELECTRONIC SUBMISSION**

Amended budget documents must be transmitted electronically to the Department of Aging, in accordance with "Procedures for AAAs to Submit Program and Financial Reports to the Department". This document can be found in AAAEXCEL on 'Age 400\Qdls' drive under Word document AAASPR06.doc file.

### **TECHNICAL ASSISTANCE**

The Data Collection & Service Appeals Division should be contacted with any questions regarding the completion of the budget and all reporting requirements. Please contact Mr. Lou Sprague at (717) 783-6207. Computer system questions, including the transmission of the electronic reports, should be forwarded to Mr. Thomas Kupchinsky, Management Information Systems Division, at (717) 783-3126.