

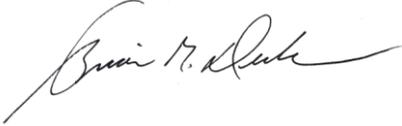
 <p><b>COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF AGING Harrisburg, PA 17101</b></p>	<b>PENNSYLVANIA DEPARTMENT OF AGING</b>	
	<b>1. File Number:</b>  APD # 13-01-02	<b>2. Disposition:</b>  Note well and file for reference
	<b>3. Issuance Date:</b>  March 29, 2013	<b>4. Effective Date:</b>  July 1, 2012
	<b>5. Program Area:</b> AAA Administration	
<b>6. Origin:</b> Bureau of Finance		<b>7. Contact:</b> SAMS/OMNIA-Dennis DeSantis Finance-Rob Heinlen

**AGING PROGRAM DIRECTIVE**

**SUBJECT: AREA AGENCY ON AGING (AAA) PROGRAM REQUIREMENTS, PLANNING ALLOCATIONS AND REPORTING REQUIREMENTS FOR THE NURSING HOME TRANSITION PROGRAM FY 2012-13**

**TO:** EXECUTIVE STAFF  
AREA AGENCIES ON AGING  
PA ASSOCIATION OF AREA AGENCIES ON AGING

PA COUNCIL ON AGING  
OFFICE OF LONG TERM LIVING

**FROM:** 

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Brian M. Duke  
Secretary  
Pennsylvania Department of Aging

**PURPOSE:**

The purpose of this Aging Program Directive (APD) is to set forth the procedures for the submission of the Fiscal Year (FY) 2012-13 Nursing Home Transition (NHT) program and any associated updates; transmit the FY 2012-13 funding levels for each Area Agency on Aging (AAA); and issue the reporting requirements for activity and expenditures.

**BACKGROUND:**

This APD transmits, in one document, all key information required for the submission of the FY 2012-13 NHT budget and expenditure information. The AAAs are advised to refer this APD frequently throughout the planning process for the development of these plans. Federal funding affected by this APD includes MA Support

## **NURSING HOME TRANSITION ALLOCATIONS**

For the period of July 1, 2012 through December 31, 2012, the NHT budget allocations identified on Attachment #1 are based on the approved activities reported in SAMS through December 31, 2012.

AAA administrative costs related to NHT must not exceed 10% of the allocation.

The purpose of these payments are to reimburse AAAs for NHT related activities based on quarter-hour units of reported NHT activities as reported in SAMS and for incentive payments.

APD 10-01-01 is the definitive guidance on the allowable use of NHT 02-05 incentive payments. As a reminder, allowable NHT 01 activities to be reported in quarter-hour units include but are not limited to:

- Staff time dedicated to following up with discharge planners on consumers with scheduled discharge date;
- Assessing the needs and supports of the NHT participant;
- Developing the care plan for transition and the coordination of services to allow the participant to live independently in the community;
- Monitoring transition activities;
- Providing information to the NHT participant about community resources;
- Assistance in finding housing;
- Assisting the participant in establishing a household;
- Providing assistance to participant and family members for qualifying for services (Medicaid, food stamps, home mods, etc.)
- Coordinating with medical providers to obtain required documentation; and
- Other activities performed for the participant directly related to support the NHT initiative.

Any programmatic questions regarding the NHT initiative should be directed to [RA-NHT@state.pa.us](mailto:RA-NHT@state.pa.us).

## **PROGRAMS REQUIREMENTS**

AAAs must comply with the requirements set forth in the Home and Community Based Services (HCBS) Procedure Manual, informational memoranda issued by the OLTL, and other direction provided by the OLTL to determine eligibility for and provision of service to approved Aging Waiver consumers.

## **BUDGET SUBMISSION REQUIREMENTS**

AAAs are required to submit amended budgets for FY 2012-13 within 30 of the release date of this APD. The W0613XX.XLS file is located in the BUDZIP13.ZIP file in the AAAEXCEL folder on the AS/400.

## **FISCAL REPORTING SUBMISSION REQUIREMENTS**

W1613XX.XLS file should be submitted as a .PRN file as in the past. As a result of the payment methodology going being a reimbursement, the W1613XX.XLS will be reported quarter specific as of the quarter being submitted. The amounts should be from July 1, 2012.

The Excel Files W1613XX.XLS is included in the PFRZIP13.ZIP file in the AAAEXCEL folder on the AS/400. In order to submit the files, the AAA must complete the report for the applicable period and execute the MACRO\_12.xls saveprn macro to create the .prn text file for submission to the Department.

Procedures for completing the Excel files, running the macro, and submitting the .prn files are found in the "Procedures for AAAs to Submit Program Reports to the Department" located in the BUDZIP12.ZIP file.

### **FISCAL REPORTING DUE DATES**

AAAs must transmit the fiscal reporting documents by the date listed on the schedule below.

Report	Quarter	Due Date
1	July-September	April 30, 2013
2	October-December	April 30, 2013
3	January-March	April 30, 2013
4	April-June	August 15, 2013

### **TECHNICAL ASSISTANCE**

Please contact Rob Heinlen, Bureau of Finance (717) 772-0192 ([rheinlen@pa.gov](mailto:rheinlen@pa.gov)) with any questions regarding the completion of the budget and financial reporting requirements. Questions regarding data entry in the SAMS/OMNIA database should be directed to; Dennis DeSantis at [desantis@pa.gov](mailto:desantis@pa.gov). Please use "SAMS Questions" or "OMNIA Question" in the subject line of the e-mail. If technical assistance is needed for the electronic transmission, the AAA is instructed to contact the Management Information Systems (MIS) Division of the Department of Aging, at (717) 783-3126.