



COMMONWEALTH OF  
PENNSYLVANIA  
DEPARTMENT OF AGING  
Harrisburg, PA. 17101

**PENNSYLVANIA DEPARTMENT OF AGING**

**1. File Number:**

APD # 14-01-02

**2. Disposition:**

Supplements APD 14-01-01

**3. Issuance Date:**

September 26, 2013

**4. Effective Date:**

July 1, 2013

**5. Program Area:**

AAA Administration

**6. Origin:**

Bureau of Finance

**7. Contact:**

Bureau of Finance (717) 772-0192

**AGING PROGRAM DIRECTIVE**

**SUBJECT:            OPTIONS SERVICES REPORTING INSTRUCTIONS**

**TO:**                COUNTY COMMISSIONERS                CHAIRPERSONS, NON-PROFIT AAA  
                          COMPROLLER                            GOVERNING BOARDS  
                          EXECUTIVE STAFF                        PDA GRANTEES AND CONTRACTORS  
                          AREA AGENCIES ON AGING            PA STATE ASSOC. OF COUNTY  
                          ADMINISTRATION ON AGING            COMMISSIONERS  
                          PA ASSOCIATION OF AREA  
                          AGENCIES ON AGING

**FROM:**            \_\_\_\_\_  
                          Brian Duke  
                          Secretary  
                          Pennsylvania Department of Aging

**PURPOSE:**

The purpose of this Aging Program Directive (APD) is to provide the minimum requirements related to the categorical allocation-OPTIONS Services each AAA is receiving as part of their allocations outlined in APD 14-01-01.

## **BACKGROUND:**

This APD transmits, in one document, all key information related to the categorical allocation-OPTIONS Services funding. The AAAs are advised to refer to this APD throughout their planning and expenditure processes.

## **OPTIONS SERVICES FUNDS**

Within the APD 14-01-01 "AREA AGENCY ON AGING (AAA) PROGRAM REQUIREMENTS, PLANNING ALLOCATIONS AND AGING SERVICES BLOCK GRANT FORMAT FOR FY 2013-2014" there is an Other categorical funding allocation in the amount of \$20 million for OPTIONS Services. Guidelines specific to the use of this funding are:

1. It is intended to serve additional consumers and provide additional units of service to existing consumers. This funding is not to be used for administrative costs.
2. Priority will be given to individuals on the waiting list and provision of protective services.
3. The funding will be used for consumer direct services and reported in the following cost centers:
  - Home Delivered Meals
  - Home Health
  - Personal Care
  - Personal Assistance Service
  - Overnight Shelter/Supervision
  - Environmental Modifications
  - Medical Equipment/Supplemental Adaptive Devices
  - Home Support
  - Adult Day Care
  - Care Management
  - Protective Service Intake/Investigation
  - Guardianship
  - Consumer Reimbursement
4. Care Management cost center expenditures should be limited to the amount attributable to the increase in consumers being served as a result of this allocation.
5. This funding is not intended to offset losses incurred from alterations in the Aging Waiver program.
6. This funding is not available for providing rate increases to agency vendors.
7. Within the Line Item Budget is a new worksheet titled "OPTIONS Services". This should be completed to reflect the correct allocation amounts and support the spending plan noted in #9 below. Budget reporting instructions are:

- a) Line 4 Budget Amount. The amount of the allocation can be found in the ABGATCHA of APD 14-01-01.
- b) Line 9 Total Consumers-Waiting List. The amounts reported should be the projected number of consumers that will receive services as a result of this allocation. The information should be reported by cost center.
- c) Line 10 Total Consumers-Add Services. The amounts reported will be the projected number of existing consumers that will receive additional services as a result of this allocation. The information should be reported by cost center.
- d) Line 11 Total Consumers. This is a summary of information presented on lines 9 Total Consumers-Waiting List and Line 10 Total Consumers-Add Services.
- e) Line 13 Options Services Staffing Costs. The budgeted amounts are the staffing costs the AAA projects to incur as a result of servicing consumers with the Options Services funding. Staffing costs incurred as a result of utilizing other funds is not to be projected on this worksheet.
- f) Line 14 Program Costs. This line should reflect the projected costs the AAA anticipates paying for the service being offered in the reportable cost center.
- g) Line 15 Consumers Served. This is the projected number of consumers to receive services in the applicable cost center and have costs reported on Line 14 Program Costs.
- h) Line 16 Consumer Reimbursement. This is the anticipated amount the AAA will provide as a reimbursement to consumers in non-FCSP related programs (Ex: Options-PAS).
- i) Line 17 Consumers Served. This is the projected number of consumers to receive services in the applicable cost center and have costs reported on Line 16 Program Costs.
- j) Line 18 Consumer Reimbursement-FCSP. This is the anticipated amount the AAA will provide as a reimbursement to consumers who the AAA anticipates funding through an FCSP program within 3 months.
- k) Line 19 Consumers Served. This is the projected number of consumers to receive services in the applicable cost center and have costs reported on Line 18 Program Costs.

8. Within the FRR is a new worksheet titled "OPTIONS Services". This should be completed and reflect the correct allocation amount and support the spending plan noted in #9 below. Expenditure reporting instructions are:

- a) Line 4 Budget Amount. The amount of the allocation can be found in the ABGATCHA of APD 14-01-01.
- b) Line 5 Quarterly Expenditures. The amounts should be reflective of the amount of funding spent during the current quarter by cost center.
- c) Line 6 Cumulative Expenditures. The amounts shown should be a year-to-date total of expenditures reported through the end of the current quarter.
- d) Line 9 Total Consumers-Waiting List. The amounts reported should be the number of consumers that have received services as a result of this allocation. The information should be reported by cost center. It is cumulative through the current quarter.
- e) Line 10 Total Consumers-Add Services. The amounts reported will be the number of consumers that have received additional services as a result of this allocation. The information should be reported by cost center. It is cumulative through the current quarter.

- f) Line 11 Total Consumers. This is a summary of information presented on lines 9 Total Consumers-Waiting List and Line 10 Total Consumers-Add Services. It is cumulative through the current quarter.
  - g) Line 13 Options Services Staffing Costs. The amounts are the staffing costs the AAA has incurred as a result of servicing consumers with the Options Services funding. Staffing costs incurred as a result of utilizing other funds is not reportable on this worksheet. It is cumulative through the current quarter.
  - h) Line 14 Program Costs. This line should reflect the costs the AAA has paid for the service being offered in the reportable cost center. It is cumulative through the current quarter.
  - i) Line 15 Consumers Served. This is the number of consumers who have received services in the applicable cost center and have costs reported on Line 14 Program Costs. It is cumulative through the current quarter.
  - j) Line 16 Consumer Reimbursement. This is the amount the AAA provided as a reimbursement to consumers in non-FCSP related programs. It is cumulative through the current quarter.
  - k) Line 17 Consumers Served. This is the number of consumers who received services in the applicable cost center and have costs reported on Line 16 Program Costs. It is cumulative through the current quarter.
  - l) Line 18 Consumer Reimbursement-FCSP. This is the amount the AAA provided as a reimbursement to consumers who the AAA funded and who is on track to enter an FCSP program within 3 months from initiation. It is cumulative through the current quarter.
  - m) Line 19 Consumers Served. This is the number of consumers received services in the applicable cost center and have costs reported on Line 18 Program Costs. It is cumulative through the current quarter.
9. A projected spending plan will accompany the Line Item Budget submission and be subject to Department of Aging approval. The plan should detail how the categorical allocation-OPTIONS Services is to be spent. See attachment 1 for the submission format. Similar to all other financial reporting documents provided by the AAA to the Department of Aging, the plan's submission indicates the appropriate AAA leadership, up to and including the director/administrator, has reviewed the document and approves its contents.
10. If an AAA feels they have a need that meets the intent of the Options Service funding but cannot be served through an existing cost center, they can request a waiver through the normal waiver request process.

Questions regarding the completion of the Aging Services Block Grant documents should be directed to Rob Heinlen (rheinlen@pa.gov) at 717.772.0192 or Mike Fowler (mfowler@pa.gov) at 717.783.3471.

## OPTIONS SERVICES SPENDING PLAN

FY \_\_\_\_\_

DATE \_\_\_\_\_

PSA # \_\_\_\_\_

AAA \_\_\_\_\_

POC \_\_\_\_\_

EMAIL \_\_\_\_\_

TEL# \_\_\_\_\_

1. General Description of Spending Plan
  
2. Actions Necessary to Ensure the Successful Implementation of the Spending Plan (ex. monthly monitoring by administrator and fiscal staff, corrective action plan for noncompliance, etc.)
  
3. Time Line for Implementation
  
4. Criteria for Program Evaluation (ex. number of consumers to be removed from the wait list, number of consumers who are receiving additional services, average length of time on the wait list, number of units of service to be provided, number of consumers diverted from nursing home placement, number of consumers who no longer need services as a result of program participation, etc.)
  
5. Projected Expenditures by Quarter
  - Qtr 1-
  - Qtr 2-
  - Qtr 3-
  - Qtr 4-