

 <p>COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF AGING Harrisburg, PA 17101</p>	PENNSYLVANIA DEPARTMENT OF AGING	
	1. File Number: APD # 16-01-03	2. Disposition: Supplements Title XIX Agreement
	3. Issuance Date: January 8, 2015	4. Effective Date: July 1, 2015
	5. Program Area: AAA Administration	
	6. Origin: Bureau of Finance	7. Contact: 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 TITLE XIX AGREEMENT FOR FY 2015-16- REVISION #1

TO:	EXECUTIVE STAFF ADMINISTRATION ON AGING AREA AGENCIES ON AGING PA ASSOCIATION OF AREA AGENCIES ON AGING	COUNTY COMMISSIONERS OFFICE OF LONG-TERM LIVING COMPTROLLER CHAIRPERSONS, NON-PROFIT AAA GOVERNING BOARDS
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FROM: 

Teresa Osborne
Secretary
Pennsylvania Department of Aging

PURPOSE:

The purpose of this Aging Program Directive (APD) is to update the Title XIX funding allocations for the Fiscal Year (FY) 2015-16; transmit program requirement changes as needed; and issue the reporting requirements for activities and expenditures.

BACKGROUND:

This APD transmits, in one document, all key information required for the submission of the FY 2015-16 Title XIX-Revision No.1. AAAs are advised to refer to this APD frequently throughout the planning process for the development of these plans. Federal funding affected by this APD includes MA Support.

ADMINISTRATION AND SUPPORT

At the request of the AAA network these costs have been divided into two separate columns in order to better track the expenditures. Costs that are recorded here include any expenditure not directly attributable to the I&R or assessment functions but are necessary to support these activities. The net costs of these activities must not exceed 15% of the budgeted allocation.

Administrative expenses associated with MA Assessment activities and comprehensive assessment/recertification are funded at 50% federal funds and 50% state funds.

Administrative, I&R, and assessment budget and expenditure amounts are recorded on the W0516XX.xls and W1516XX.xls reports respectively.

MA ASSESSMENTS ALLOCATIONS

Expenditures reported in this cost center are any costs directly related to the performance of assessments. These costs should be for personnel, benefits, training, and/or travel. Only first-line supervisory costs can be considered in this cost center.

Allocated funds are being distributed on a projected annualized number of assessments calculated from the reported number of assessments recorded in SAMS during the period of July 1, 2015 through December 31, 2015. As previously communicated, non-profit AAAs are not eligible to receive enhanced matching funds (75/25).

In the event an agency requires additional funding, requests can be made to the Department of Aging (PDA). Support for the request should include the number of assessments completed to date, the number of assessments projected to be completed through June 30th, and an anticipated average cost per assessment for the year.

OBRA screens are funded at 75% federal funds and 25% state funds.

AAAs must budget the amounts identified on the ATTACH.1 Assessment worksheet in the W0516XX.XLS' MA Assessment and OBRA/PASSR cost centers. Reallocation of funds between the 75/25% federal financial participation and the 50/50% federal financial participation is permitted only through written authorization by PDA.

NHT FUNDING

NHT funding was removed from the Title XIX Agreement in FY 2012-13. Any funding questions or issues are to be addressed to the Department of Human Services' Office of Long-Term Living.

OTHER FUNDS

Other funds provided by the Title XIX grant include allocations for the Link to Aging and Disabilities Resource Centers (ADRC). The ADRC is designed to be a coordinated network of core and collaborative partner agencies which allows for the consumer to initiate contact with any Link network partner and, generally speaking, experience the same intake to access information, assistance, and resources. A consumer should directly or seamlessly be connected to the information and services needed no matter the initial point of entry into the system. The “No Wrong Door” approach attempts to minimize duplication of efforts by consumer and providers. Core and collaborative partners work in conjunction for ongoing development of communication, cross-training and marketing/outreach. AAA’s may manage Link (ADRC) funds or may contract with another Link core partner to serve as fiscal manager following previously sent parameters for Link funding.

Allowable activities include: information referral and assistance, Options counseling, benefits counseling, application assistance, person centered transition support, partnership development, training, community outreach and education, and special projects.

PROGRAMS REQUIREMENTS

AAAs must comply with the requirements set forth in the Home and Community Based Services (HCBS) Procedure Manual and any other direction provided by PDA.

BUDGET SUBMISSION REQUIREMENTS

AAA developed budgets (W0516XX.XLS and W0716XX.XLS) are due to the Department of Aging within **30** days of the issuance of this APD. Templates can be found in the BUDZUP17.ZIP folder located within the AAAEXCEL folder on the AS400 drive.

FISCAL REPORTING SUBMISSION REQUIREMENTS

W1516XX.XLS and W1716XX.XLS files should be submitted as a .PRN file and report quarter specific expenditures. The files are submitted by placing them in the AAA folder on the AS400 drive.

The Excel Files, W1516XX.XLS and W1716XX.XLS, are included in the PFRZIP16.ZIP file in the AAAEXCEL folder on the AS/400.

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 BUDZIP16.ZIP file.

FISCAL REPORTING DUE DATES

AAAs must transmit the fiscal reporting documents by close of business on the date(s) listed on the schedule below.

<u>Report</u>	<u>Months Covered</u>	<u>Due Date(s)</u>
1 st Quarter	July-September	October 10th
2 nd Quarter	August-December	January 10th

3rd Quarter
4th Quarter

January-March
April-June

April 10th
July 10th

TECHNICAL ASSISTANCE

Please contact Diane Bressler (717.772.0189 or dbressler@pa.gov) or Rob Heinlen (717.772.0192 or 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. Please use "SAMS Questions" or "OMNIA Question" in the subject line of the e-mail. If technical assistance is needed for the electronic transmission, please contact the Management Information Systems (MIS) Division of the Department of Aging, at (717) 783-3126.