

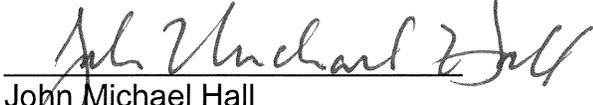
 <b>COMMONWEALTH OF PENNSYLVANIA</b> <b>DEPARTMENT OF AGING</b> <b>Harrisburg, PA 17101</b>	<b>PENNSYLVANIA DEPARTMENT OF AGING</b>	
	<b>1. File Number:</b>  APD # 10-01-03	<b>2. Disposition:</b> Replaces APD # 08-01-03
	<b>3. Issuance Date:</b>  April 30, 2010	<b>4. Effective Date:</b>  July 1, 2009
	<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 Aging WAIVER PROGRAM AGREEMENT FOR FY 2009-10 AGING PROGRAM DIRECTIVE**

**TO:**

EXECUTIVE STAFF ADMINISTRATION ON AGING AREA AGENCIES ON AGING PA ASSOCIATION OF AREA AGENCIES ON AGING OFFICE OF LONG-TERM LIVING	PA COUNCIL ON AGING DPW, OFFICE OF PROGRAM DEVELOPMENT & SUPPORT COMPTROLLER BUREAU OF FINANCE
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**FROM:**   
 John Michael Hall  
 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) 2009-10 Aging Waiver Agreement; transmit the FY 2009-10 funding levels for each Area Agency on Aging (AAA); and issue the monthly reporting requirements for activity and expenditures

**BACKGROUND:** For FY 2009-10, each AAA will continue to serve an active caseload as determined by the Department of Aging and the Office of Long Term Living (OLTL). Each AAA has been issued an application allocation schedule, which identifies the number of new Aging Waiver applications that may be submitted to the County Assistance Office (CAO) for approval. Aging Waiver allocations that exceed the AAA's application allocation must receive prior approval for the OLTL. To request additional application allocations the AAA must e-mail the request to: [WaiverAllocations@state.pa.us](mailto:WaiverAllocations@state.pa.us). Applications for consumers transitioning from a nursing facility to the community in the NHT effort do not need to be submitted in advance of the transition; however, each nursing home transition must be reported to the Department.

## **WAIVER ALLOCATIONS**

For the FY2009-10, the initial Waiver budget allocations identified on Attachment #1 (WVATACH1) are based on the number of active Aging Waiver consumers enrolled in each AAA as of June 30, 2009. This is the estimated number of active consumers served monthly for the purpose of developing initial budgets. The allocation is for budgeting purposes only and actual expenditures must be based on the actual cost to maintain the average monthly Waiver caseload using \$262 as the administrative overhead cost allowance as the upper limit. Staffing and other expenditures should be adjusted appropriately based on the active caseload. The Department and OLTL will amend individual AAA Aging Waiver budgets during the state fiscal year based on each AAA's level of program activity. The Department will reimburse AAAs for each waiver enrollment approved by the Department.

## **NURSING HOME TRANSITION FUNDING**

AAAs will continue to be reimbursed for NHT related activities based on quarter hour units of reported NHT activities as reported in SAMS. Incentive payments will continue to be issued as noted in Secretary Hall's memorandum dated September 26, 2008.

Allowable NHT 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.

Note: Data entry for the NHT activities to be reported in quarter hour units must be made for all consumers served on or after July 1, 2009.

Expenditures related to the Nursing Home Transition program should be charged to Other Funds revenues.

Any 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. All consumer information and service plan data must be entered into SAMS.

## **BUDGET SUBMISSION REQUIREMENTS**

The initial budget from FY2006-07 is in place at the beginning of each of the five(5) years of the current agreement to allow reimbursement of expenditures until an amended budget, submitted in accordance with this Aging Program Directive has been approved and executed. AAAs are required to submit amended budgets for FY 2009-10 according to the amended allocation schedule for FY2009-10. The amended budget files are due May 21, 2010. The W0110XX.XLS and W0410.xls files are in the BUDZIP10.ZIP file in the AAAEXCEL folder on the AS/400.

There is no longer a need for AAAs to file an Application for Support.

## **FISCAL REPORTING SUBMISSION REQUIREMENTS**

The Excel Files, W1110XX.XLS and W1410XX.XLS, are included in the PFRZIP10.ZIP file in the AAAEXCEL folder on the AS/400. These forms must be completed and submitted to the Department monthly. In order to submit the files, the AAA must complete the report for the applicable period and execute the saveprn macro to create the .PRN text file for submission to the Department. The PRN file for the applicable period is placed in the AAA folder on the AS/400 at the end of the month subsequent to the period being reported. The Department will use these files to reimburse AAAs for Aging Waiver expenditures reported for the month.

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 BUDZIP10.ZIP file.

## **FISCAL REPORTING DUE DATES**

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

Report	Month	Due Date
1	July	December 10, 2009
2	August	December 10, 2009
3	September	December 10, 2009
4	October	December 10, 2009
5	November	January 15, 2010
6	December	January 29, 2010
7	January	February 26, 2010
8	February	March 31, 2010
9	March	April 30, 2010
10	April	May 31, 2010
11	May	June 30, 2010
12	June	August 13, 2010

## **TECHNICAL ASSISTANCE**

Please contact Robert Heinlen, Bureau of Finance (717) 783-3126 ([rheinlen@state.pa.us](mailto:rheinlen@state.pa.us)) with any questions regarding the completion of the budget and all financial reporting requirements. Questions regarding data entry in the SAMS/OMNIA database should be directed to; [ddesantis@state.pa.us](mailto:ddesantis@state.pa.us). 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, at (717) 783-3126.