

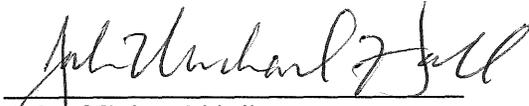
 <p>COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF AGING Harrisburg, PA 17101</p>	PENNSYLVANIA DEPARTMENT OF AGING	
	1. File Number: APD# 11-01-01	2. Disposition: Replaces APD # 10-01-03
	3. Issuance Date: January 4, 2011	4. Effective Date: July 1, 2010
	5. Program Area: AAA Administration	
	6. Origin: Bureau 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 AGING WAIVER PROGRAM AGREEMENT FOR FY 2010-11 AGING PROGRAM DIRECTIVE

TO:

EXECUTIVE STAFF BUREAU OF PROGRAM INTEGRITY ADMINISTRATION ON AGING AREA AGENCIES ON AGING PA ASSOCIATION OF AREA AGENCIES ON AGING OFFICE OF LONG TERM LIVING	PA COUNCIL ON AGING BUREAU OF HOME & COMMUNITY BASED SERVICES DPW, OFFICE OF PROGRAM DEVELOPMENT& SUPPORT COMPTROLLER
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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) 2010-11 Aging Waiver Agreement; transmit the FY 2010-11 funding levels for each Area Agency on Aging (AAA); and issue the monthly reporting requirements for activity and expenditures.

WAIVER ALLOCATIONS

For the FY2010-11, 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 September 30, 2010. 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. AAAs must make timely entries in the SAMS database regarding the opening and

closing (active/inactive) Aging Waiver Consumers. 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.

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.

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 2010-11 according to the amended

allocation schedule for FY2010-11. The amended budget files are due February 10, 2011. The W0111XX.XLS and W0411.xls files are in the BUDZIP11.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, W1111XX.XLS and W1411XX.XLS, are included in the PFRZIP11.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 administrative 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 BUDZIP11.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	August 31, 2010
2	August	September 30, 2010
3	September	October 31, 2010
4	October	November 30, 2010
5	November	December 31, 2010
6	December	January 31, 2011
7	January	February 28, 2011
8	February	March 31, 2011
9	March	April 30, 2011
10	April	May 31, 2011
11	May	June 30, 2011
12	June	August 13, 2011

TECHNICAL ASSISTANCE

Please contact Robert Heinlen, Bureau of Program Integrity (717) 772-0192 (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. 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.

**Pennsylvania Department of Aging
PDA Waiver Program Allocation-Initial
July 1, 2010 to June 30, 2011**

\$262 maximum

PSA	PSA Name	Monthly Budgeted Slot Allowance	Average No. New Cases per Month	Baseline Budget to Administer the Waiver	July 1, 2010 to 30-Jun-11 NHT Base	Total Waiver Budget	Skilled Medical Professionals Minimum
01	Erie	431	9	\$ 1,383,360	\$ -	\$ 1,383,360	-
02	Crawford	137	3	440,160	-	440,160	-
03	Cameron/Elk/McKean	201	4	644,520	-	644,520	-
04	Beaver	152	3	487,320	-	487,320	37,283
05	Indiana	62	1	198,072	-	198,072	-
06	Allegheny	1029	21	3,301,200	-	3,301,200	216,640
07	Westmoreland	195	4	625,656	-	625,656	20,900
08	Wash/Fayette/Greene	703	14	2,254,248	-	2,254,248	-
09	Somerset	87	2	279,816	-	279,816	86,493
10	Cambria	123	2	393,000	-	393,000	21,131
11	Blair	176	4	565,920	-	565,920	-
12	Hunt/Bedford/Fulton	143	3	459,024	-	459,024	32,708
13	Centre	79	2	254,664	-	254,664	87,879
14	Lycoming/Clinton	99	2	317,544	-	317,544	-
15	Columbia/Montour	78	2	251,520	-	251,520	12,009
16	Northumberland	119	2	380,424	-	380,424	26,950
17	Union/Snyder	86	2	276,672	-	276,672	-
18	Mifflin/Juniata	84	2	270,384	-	270,384	-
19	Franklin	60	1	191,784	-	191,784	7,077
20	Adams	37	1	119,472	-	119,472	-
21	Cumberland	102	2	326,976	-	326,976	10,230
22	Perry	51	1	163,488	-	163,488	36,823
23	Dauphin	156	3	499,896	-	499,896	21,294
24	Lebanon	66	1	210,648	-	210,648	9,399
25	York	146	3	468,456	-	468,456	24,869
26	Lancaster	149	3	477,888	-	477,888	32,595
27	Chester	242	5	776,568	-	776,568	65,026
28	Montgomery	503	10	1,612,872	-	1,612,872	91,440
29	Bucks	311	6	996,648	-	996,648	20,944
30	Delaware	809	16	2,593,800	-	2,593,800	120,406
31	Philadelphia	5101	102	16,358,232	-	16,358,232	-
32	Berks	325	7	1,003,808	-	1,003,808	38,646
33	Lehigh	193	4	619,368	-	619,368	61,153
34	Northampton	177	4	569,064	-	569,064	32,778
35	Pike	62	1	198,072	-	198,072	12,013
36	B/S/S/T	362	7	1,160,136	-	1,160,136	73,800
37	Luzerne/Wyoming	283	6	908,616	-	908,616	111,523
38	Lackawanna	176	4	565,920	-	565,920	20,030
39	Carbon	39	1	125,760	-	125,760	9,812
40	Schuylkill	189	4	606,792	-	606,792	92,753
41	Clearfield	199	4	638,232	-	638,232	-
42	Jefferson	107	2	342,696	-	342,696	-
43	Forest/Warren	383	8	1,229,304	-	1,229,304	-
44	Venango	57	1	182,352	-	182,352	8,071
45	Armstrong	57	1	182,352	-	182,352	4,546
46	Lawrence	57	1	182,352	-	182,352	-
47	Mercer	102	2	326,976	-	326,976	-
48	Monroe	109	2	348,984	-	348,984	30,974
49	Clarion	52	1	166,632	-	166,632	14,280
50	Butler	45	1	144,624	-	144,624	14,255
51	Potter	74	1	235,800	-	235,800	23,134
52	Wayne	57	1	182,352	-	182,352	5,939
TOTALS		14,822	299	\$ 47,500,424	\$ -	\$47,500,424	\$ 1,535,803

Pennsylvania Department of Aging
PDA Waiver Program Allocation-Amendment No. 1
July 1, 2010 to June 30, 2011

PSA	PSA Name	Monthly Budgeted Slot Allowance	Average No. New Cases per Month	Baseline Budget to Administer the Waiver	July 1, 2008 to Sept. 30, 2009 NHT Base	Total Waiver Budget	Skilled Medical Professionals Minimum
01	Erie	736	26	\$ 2,361,072	-	\$2,361,072	\$ -
02	Crawford	169	8	554,392	-	554,392	-
03	Cameron/Elk/McKean	161	7	322,324	-	322,324	-
04	Beaver	196	5	631,944	-	631,944	37,283
05	Indiana	49	3	162,440	-	162,440	-
06	Allegheny	1,351	56	3,917,088	-	3,917,088	216,640
07	Westmoreland	251	11	769,198	-	769,198	20,900
08	Wash/Fayette/Greene	777	38	2,326,590	-	2,326,590	-
09	Somerset	64	3	208,552	-	208,552	86,493
10	Cambria	106	5	310,597	-	310,597	21,131
11	Blair	159	6	516,664	-	516,664	-
12	Hunt/Bedford/Fulton	155	6	470,528	-	470,528	32,708
13	Centre	76	4	246,968	-	246,968	87,879
14	Lycoming/Clinton	110	6	246,037	-	246,037	-
15	Columbia/Montour	80	5	267,240	-	267,240	12,009
16	Northumberland	153	7	503,040	-	503,040	26,950
17	Union/Synder	117	8	393,000	-	393,000	-
18	Mifflin/Juniata	76	4	236,027	-	236,027	-
19	Franklin	59	3	194,928	-	194,928	7,077
20	Adams	17	1	56,592	-	56,592	-
21	Cumberland	87	3	275,772	-	275,772	10,230
22	Perry	76	3	247,328	-	247,328	36,823
23	Dauphin	195	8	627,347	-	627,347	21,294
24	Lebanon	51	3	167,680	-	167,680	9,399
25	York	139	8	462,168	-	462,168	24,869
26	Lancaster	208	8	677,008	-	677,008	32,595
27	Chester	318	16	1,048,000	-	1,048,000	65,026
28	Montgomery	545	26	1,795,224	-	1,795,224	91,440
29	Bucks	368	12	1,193,672	-	1,193,672	20,944
30	Delaware	835	38	2,742,616	-	2,742,616	120,406
31	Philadelphia	6,598	257	20,642,324	-	20,642,324	-
32	Berks	390	18	1,282,752	-	1,282,752	38,646
33	Lehigh	168	8	444,576	-	444,576	61,153
34	Northampton	172	4	552,296	-	552,296	32,778
35	Pike	90	3	213,982	-	213,982	12,013
36	B/S/S/T	454	17	1,262,035	-	1,262,035	73,800
37	Luzerne/Wyoming	264	13	869,840	-	869,840	111,523
38	Lackawanna	187	9	456,970	-	456,970	20,030
39	Carbon	45	1	102,273	-	102,273	9,812
40	Schuylkill	175	7	554,330	-	554,330	92,753
41	Clearfield	228	8	652,748	-	652,748	-
42	Jefferson	107	6	338,946	-	338,946	-
43	Forest/Warren	386	10	1,243,976	-	1,243,976	-
44	Venango	33	2	107,944	-	107,944	8,071
45	Armstrong	74	3	230,570	-	230,570	4,546
46	Lawrence	30	2	96,388	-	96,388	-
47	Mercer	76	4	249,424	-	249,424	-
48	Monroe	176	9	527,805	-	527,805	30,974
49	Clarion	67	3	214,914	-	214,914	14,280
50	Butler	74	4	245,232	-	245,232	14,255
51	Potter	69	2	222,176	-	222,176	23,134
52	Wayne	76	3	102,488	-	102,488	5,939
TOTALS		17,623	730	\$ 54,546,025	-	\$54,546,025	\$ 1,535,803

Pennsylvania Department of Aging
Final Increases/(Decreases) to the PDA Waiver Program Allocation
July 1, 2010 to June 30, 2011

PSA	PSA Name	Baseline Allocation				Total Waiver Budget	Skilled Medical Professionals Minimum
		Monthly Budgeted Slot Allowance	Average No. New Cases per Month	Baseline Budget to Administer the Waiver	Restructuring To Implement NHT		
01	Erie	305	17	\$ 977,712	\$ -	\$977,712	\$ -
02	Crawford	32	5	114,232	-	114,232	-
03	Cameron/Elk/McKean	(40)	3	(322,196)	-	(322,196)	-
04	Beaver	44	2	144,624	-	144,624	-
05	Indiana	(13)	2	(35,632)	-	(35,632)	-
06	Allegheny	322	35	615,888	-	615,888	-
07	Westmoreland	56	7	143,542	-	143,542	-
08	Wash/Fayette/Greene	74	24	72,342	-	72,342	-
09	Somerset	(23)	1	(71,264)	-	(71,264)	-
10	Cambria	(17)	3	(82,403)	-	(82,403)	-
11	Blair	(17)	2	(49,256)	-	(49,256)	-
12	Hunt/Bedford/Fulton	12	3	11,504	-	11,504	-
13	Centre	(3)	2	(7,696)	-	(7,696)	-
14	Lycoming/Clinton	11	4	(71,507)	-	(71,507)	-
15	Columbia/Montour	2	3	15,720	-	15,720	-
16	Northumberland	34	5	122,616	-	122,616	-
17	Union/Synder	31	6	116,328	-	116,328	-
18	Mifflin/Juniata	(8)	2	(34,357)	-	(34,357)	-
19	Franklin	(1)	2	3,144	-	3,144	-
20	Adams	(20)	0	(62,880)	-	(62,880)	-
21	Cumberland	(15)	1	(51,204)	-	(51,204)	-
22	Perry	25	2	83,840	-	83,840	-
23	Dauphin	39	5	127,451	-	127,451	-
24	Lebanon	(15)	2	(42,968)	-	(42,968)	-
25	York	(7)	5	(6,288)	-	(6,288)	-
26	Lancaster	59	5	199,120	-	199,120	-
27	Chester	76	11	271,432	-	271,432	-
28	Montgomery	42	16	182,352	-	182,352	-
29	Bucks	57	6	197,024	-	197,024	-
30	Delaware	26	22	148,816	-	148,816	-
31	Philadelphia	1,497	155	4,284,092	-	4,284,092	-
32	Berks	65	11	278,944	-	278,944	-
33	Lehigh	(25)	4	(174,792)	-	(174,792)	-
34	Northampton	(5)	0	(16,768)	-	(16,768)	-
35	Pike	28	2	15,910	-	15,910	-
36	B/S/S/T	92	10	101,899	-	101,899	-
37	Luzerne/Wyoming	(19)	7	(38,776)	-	(38,776)	-
38	Lackawanna	11	5	(108,950)	-	(108,950)	-
39	Carbon	6	0	(23,487)	-	(23,487)	-
40	Schuylkill	(14)	3	(52,462)	-	(52,462)	-
41	Clearfield	29	4	14,516	-	14,516	-
42	Jefferson	0	4	(3,750)	-	(3,750)	-
43	Forest/Warren	3	2	14,672	-	14,672	-
44	Venango	(24)	1	(74,408)	-	(74,408)	-
45	Armstrong	17	2	48,218	-	48,218	-
46	Lawrence	(27)	1	(85,964)	-	(85,964)	-
47	Mercer	(26)	2	(77,552)	-	(77,552)	-
48	Monroe	67	7	178,821	-	178,821	-
49	Clarion	15	2	48,282	-	48,282	-
50	Butler	29	3	100,608	-	100,608	-
51	Potter	(5)	1	(13,624)	-	(13,624)	-
52	Wayne	19	2	(79,864)	-	(79,864)	-
TOTALS		2,801	431	\$ 7,045,601	\$ -	\$7,045,601	\$ -