



DATE: February 1, 2018

TO: Area Agency on Aging Directors

FROM: Teresa Osborne
Secretary

SUBJECT: **Area Agency on Aging (AAA) Program Requirements, Planning Allocations and Title XIX Format for FY 2017-18**

Area Agencies on Aging (AAAs) are advised that the Department of Aging has prepared APD #18-01-02 " AREA AGENCY ON AGING (AAA) PROGRAM REQUIREMENTS, PLANNING ALLOCATIONS AND REPORTING REQUIREMENTS FOR THE TITLE XIX AGREEMENT FOR FY 2017-18 REVISION NO.1". The APD is available to be electronically accessed on the AAAEXCEL drive.

Highlights of the initial changes for FY 2017-18 include:

- An increase of \$10.6M for the Title XIX funded programs.
 - An increase in Assessment funding of \$10.5M
 - An increase in the ADRC allocation \$61K.
- Updating the APD guidance by allowing AAAs to provide up to a 2% increase to vendors.

Please forward questions regarding this information to Rob Heinlen. He can be contacted by telephone at (717) 772-0192 or by email rheinlen@pa.gov. As always, thank you for your cooperation with meeting the budget submission requirements.

 COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF AGING Harrisburg, PA 17101	PENNSYLVANIA DEPARTMENT OF AGING	
	1. File Number: APD # 18-01-02	2. Disposition:
	3. Issuance Date:	4. Effective Date: July 1, 2017
	5. Program Area: AAA Administration	
6. Origin: Bureau of Finance	7. Contact: SAMS/OMNIA-Jim Burd Finance-Diane Bressler	

AGING PROGRAM DIRECTIVE

SUBJECT: **AREA AGENCY ON AGING (AAA) PROGRAM REQUIREMENTS, PLANNING ALLOCATIONS AND REPORTING REQUIREMENTS FOR THE TITLE XIX AGREEMENT FOR FY 2017-18 REVISION NO. 1**

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 BUREAU OF HOME & COMMUNITY BASED SERVICES DPW, OFFICE OF PROGRAM DEVELOPMENT & SUPPORT COMPTROLLER
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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) 2017-18; 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 2017-18 Title XIX-Revision No.1. AAAs are advised to refer to this APD frequently throughout the planning process for the development of these plans.

The Federal subsidy affected by this APD is MA Support funding **provided by the Center for Medicaid and Medicare Services. The Catalog For Domestic Assistance (CFDA) number is 93.778.**

ADMINISTRATION AND SUPPORT

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

Administrative and Support expenses are to be funded using 50/50 funding only.

Administrative, I&R, and assessment budget and expenditure amounts are recorded on the W0518XX.xls and W1518XX.xls reports respectively. Aging and Disability Resource Center (ADRC) budget and expenditure amounts should be reported on the W0718XX.xls and W1718XX.xls reports respectively.

Cumulative costs on the W1518XX.prn and W1718XX.prn report(s) should agree with the amounts reported on the associated FRR under the element of expense *Title XIX-Aging*.

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 and their associated costs.

Non-profit operated AAAs are not eligible to receive enhanced matching funds (75/25).

OBRA screens are funded at 75% federal funds and 25% state funds for government controlled AAAs.

AAAs must budget the amounts identified on Attachment 1's Assessment worksheet in the W0518XX.XLS' MA Assessment and OBRA/PASSR cost centers.

AAAs desiring to reallocate funds between their 75/25 and 50/50 allocations should submit a request to PDA following the PDA Waiver Request guidelines.

Cumulative costs on the W1517XX.xls report(s) should agree with the amounts reported on the associated FRR under the element of expense *Title XIX-Aging/Assessments*.

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.

CONTRACTOR RATE INCREASES

AAAs are authorized to provide contractor rate increases up to 2% of their existing rates. Any rate increase given to a contractor is at the discretion of the AAA director/administrator.

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.

Funds up to 10%/\$10,000 may be moved between the administrative, support, and I&R cost centers without a budget revision or a waiver request approved by the Department.

BUDGET SUBMISSION REQUIREMENTS

AAA developed budgets (W0518XX.XLS and W0718XX.XLS) are due to the Department of Aging within **30** days of the issuance date of this APD. Templates can be found in the BUDZUP18.ZIP folder located within the AAAEXCEL folder on the AS400 drive.

FISCAL REPORTING SUBMISSION REQUIREMENTS

W1518XX.XLS and W1718XX.XLS files should be submitted in a .PRN format and report quarter specific expenditures. The files are submitted by placing them in the AAA folder on the AS400 drive.

The Excel Files, W1518XX.XLS and W1718XX.XLS, are included in the PFRZIP18.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 BUDZIP18.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
3 rd Quarter	January-March	April 10th
4 th Quarter	April-June	July 10 th

TECHNICAL ASSISTANCE

Please contact Diane Bressler (717.772.0189 or dbressler@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 Stephanie Cole at stcole@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.

Title XIX Agreement Amounts

TITLE XIX ALLOCATION

2017-18

		(1)	(2)	
<u>PSA</u>	<u>AAA</u>	<u>ASSESSMENT</u>	<u>ADRC</u>	<u>TOTALS</u>
01	ERIE	800,620	0	800,620
02	CRAWFORD	248,993	86,612	335,605
03	CAM/ELK/MCKEAN	305,480	0	305,480
04	BEAVER	413,544	0	413,544
05	INDIANA	213,976	0	213,976
06	ALLEGHENY	3,108,270	0	3,108,270
07	WESTMORELAND	883,316	91,809	975,125
08	WASH/FAY/GREENE	1,086,302	194,725	1,281,027
09	SOMERSET	235,530	88,965	324,495
10	CAMBRIA	399,108	0	399,108
11	BLAIR	491,023	0	491,023
12	BED/FULT/HUNT	267,157	0	267,157
13	CENTRE	177,066	0	177,066
14	LYCOM/CLINTON	386,348	0	386,348
15	COLUM/MONT	292,958	0	292,958
16	NORTHUMBERLND	297,232	0	297,232
17	UNION/SNYDER	179,536	107,683	287,219
18	MIFF/JUNIATA	147,660	0	147,660
19	FRANKLIN	306,884	0	306,884
20	ADAMS	137,710	0	137,710
21	CUMBERLAND	530,320	151,053	681,373
22	PERRY	62,592	0	62,592
23	DAUPHIN	359,692	0	359,692
24	LEBANON	251,202	0	251,202
25	YORK	787,226	0	787,226
26	LANCASTER	966,004	123,481	1,089,485
27	CHESTER	548,424	0	548,424
28	MONTGOMERY	1,009,372	0	1,009,372
29	BUCKS	791,414	167,038	958,452
30	DELAWARE	1,194,046	0	1,194,046
31	PHILADELPHIA	7,478,576	200,915	7,679,491
32	BERKS	763,512	0	763,512
33	LEHIGH	815,234	83,210	898,444
34	NORTHAMPTON	380,708	0	380,708
35	PIKE	105,744	0	105,744
36	B/S/S/T	366,790	56,313	423,103
37	LUZERNE/WYOMING	654,048	0	654,048
38	LACKAWANNA	603,326	0	603,326
39	CARBON	81,980	95,145	177,125
40	SCHUYLKILL	421,014	0	421,014
41	CLEARFIELD	315,248	62,169	377,417
42	JEFFERSON	206,142	0	206,142
43	FOREST/WARREN	152,974	0	152,974
44	VENANGO	101,608	0	101,608
45	ARMSTRONG	182,324	0	182,324
46	LAWRENCE	244,470	0	244,470
47	MERCER	253,912	0	253,912
48	MONROE	317,878	0	317,878
49	CLARION	83,905	0	83,905
50	BUTLER	394,628	76,050	470,678
51	POTTER	87,677	0	87,677
52	WAYNE	131,868	64,832	196,700
	TOTALS	31,022,571	1,650,000	32,672,571

Change No. 1
TITLE XIX ALLOCATION
2017-18

		(1)	(2)	
<u>PSA</u>	<u>AAA</u>	<u>ASSESSMENT</u>	<u>ADRC</u>	<u>TOTALS</u>
01	ERIE	0	0	0
02	CRAWFORD	0	0	0
03	CAM/ELK/MCKEAN	0	0	0
04	BEAVER	150,000	0	150,000
05	INDIANA	0	0	0
06	ALLEGHENY	300,000	0	300,000
07	WESTMORELAND	553,060	5,000	558,060
08	WASH/FAY/GREENE	0	0	0
09	SOMERSET	12,292	0	12,292
10	CAMBRIA	20,000	0	20,000
11	BLAIR	0	0	0
12	BED/FULT/HUNT	0	0	0
13	CENTRE	80,000	0	80,000
14	LYCOM/CLINTON	(16,000)	0	(16,000)
15	COLUM/MONT	241,021	0	241,021
16	NORTHUMBERLND	100,000	0	100,000
17	UNION/SNYDER	40,000	10,550	50,550
18	MIFF/JUNIATA	0	0	0
19	FRANKLIN	0	0	0
20	ADAMS	24,000	0	24,000
21	CUMBERLAND	80,000	28,000	108,000
22	PERRY	220,679	0	220,679
23	DAUPHIN	206,424	0	206,424
24	LEBANON	112,582	0	112,582
25	YORK	467,237	0	467,237
26	LANCASTER	763,000	0	763,000
27	CHESTER	42,520	0	42,520
28	MONTGOMERY	0	0	0
29	BUCKS	286,298	0	286,298
30	DELAWARE	621,286	0	621,286
31	PHILADELPHIA	4,370,292	0	4,370,292
32	BERKS	469,100	0	469,100
33	LEHIGH	201,330	0	201,330
34	NORTHAMPTON	475,000	0	475,000
35	PIKE	0	0	0
36	B/S/S/T	92,642	0	92,642
37	LUZERNE/WYOMING	318,952	0	318,952
38	LACKAWANNA	0	0	0
39	CARBON	107,961	0	107,961
40	SCHUYLKILL	0	0	0
41	CLEARFIELD	20,000	18,000	38,000
42	JEFFERSON	0	0	0
43	FOREST/WARREN	77,313	0	77,313
44	VENANGO	0	0	0
45	ARMSTRONG	0	0	0
46	LAWRENCE	0	0	0
47	MERCER	30,000	0	30,000
48	MONROE	0	0	0
49	CLARION	0	0	0
50	BUTLER	97,120	0	97,120
51	POTTER	0	0	0
52	WAYNE	(1,192)	0	(1,192)
	TOTALS	10,562,917	61,550	10,624,467

Revision No. 1 Amounts
TITLE XIX ALLOCATION
2017-18

		(1)	(2)	
<u>PSA</u>	<u>AAA</u>	<u>ASSESSMENT</u>	<u>ADRC</u>	<u>TOTALS</u>
01	ERIE	800,620	0	800,620
02	CRAWFORD	248,993	86,612	335,605
03	CAM/ELK/MCKEAN	305,480	0	305,480
04	BEAVER	563,544	0	563,544
05	INDIANA	213,976	0	213,976
06	ALLEGHENY	3,408,270	0	3,408,270
07	WESTMORELAND	1,436,376	96,809	1,533,185
08	WASH/FAY/GREENE	1,086,302	194,725	1,281,027
09	SOMERSET	247,822	88,965	336,787
10	CAMBRIA	419,108	0	419,108
11	BLAIR	491,023	0	491,023
12	BED/FULT/HUNT	267,157	0	267,157
13	CENTRE	257,066	0	257,066
14	LYCOM/CLINTON	370,348	0	370,348
15	COLUM/MONT	533,979	0	533,979
16	NORTHUMBERLND	397,232	0	397,232
17	UNION/SNYDER	219,536	118,233	337,769
18	MIFF/JUNIATA	147,660	0	147,660
19	FRANKLIN	306,884	0	306,884
20	ADAMS	161,710	0	161,710
21	CUMBERLAND	610,320	179,053	789,373
22	PERRY	283,271	0	283,271
23	DAUPHIN	566,116	0	566,116
24	LEBANON	363,784	0	363,784
25	YORK	1,254,463	0	1,254,463
26	LANCASTER	1,729,004	123,481	1,852,485
27	CHESTER	590,944	0	590,944
28	MONTGOMERY	1,009,372	0	1,009,372
29	BUCKS	1,077,712	167,038	1,244,750
30	DELAWARE	1,815,332	0	1,815,332
31	PHILADELPHIA	11,848,868	200,915	12,049,783
32	BERKS	1,232,612	0	1,232,612
33	LEHIGH	1,016,564	83,210	1,099,774
34	NORTHAMPTON	855,708	0	855,708
35	PIKE	105,744	0	105,744
36	B/S/S/T	459,432	56,313	515,745
37	LUZERNE/WYOMING	973,000	0	973,000
38	LACKAWANNA	603,326	0	603,326
39	CARBON	189,941	95,145	285,086
40	SCHUYLKILL	421,014	0	421,014
41	CLEARFIELD	335,248	80,169	415,417
42	JEFFERSON	206,142	0	206,142
43	FOREST/WARREN	230,287	0	230,287
44	VENANGO	101,608	0	101,608
45	ARMSTRONG	182,324	0	182,324
46	LAWRENCE	244,470	0	244,470
47	MERCER	283,912	0	283,912
48	MONROE	317,878	0	317,878
49	CLARION	83,905	0	83,905
50	BUTLER	491,748	76,050	567,798
51	POTTER	87,677	0	87,677
52	WAYNE	130,676	64,832	195,508
	TOTALS	41,585,488	1,711,550	43,297,038

Other
 TITLE XIX ALLOCATION
 2017-18

PSA	AAA	Contracted Amounts		Change No. 1		Revision No. 1	
		ADRC	TOTALS	ADRC	TOTALS	ADRC	TOTALS
01	ERIE	0	0	0	0	0	0
02	CRAWFORD	86,612	86,612	0	0	86,612	86,612
03	CAM/ELK/MCKEAN	0	0	0	0	0	0
04	BEAVER	0	0	0	0	0	0
05	INDIANA	0	0	0	0	0	0
06	ALLEGHENY	0	0	0	0	0	0
07	WESTMORELAND	91,809	91,809	5,000	5,000	96,809	96,809
08	WASH/FAY/GREENE	194,725	194,725	0	0	194,725	194,725
09	SOMERSET	88,965	88,965	0	0	88,965	88,965
10	CAMBRIA	0	0	0	0	0	0
11	BLAIR	0	0	0	0	0	0
12	BED/FULT/HUNT	0	0	0	0	0	0
13	CENTRE	0	0	0	0	0	0
14	LYCOM/CLINTON	0	0	0	0	0	0
15	COLUM/MONT	0	0	0	0	0	0
16	NORTHUMBERLND	0	0	0	0	0	0
17	UNION/SNYDER	107,683	107,683	10,550	10,550	118,233	118,233
18	MIFF/JUNIATA	0	0	0	0	0	0
19	FRANKLIN	0	0	0	0	0	0
20	ADAMS	0	0	0	0	0	0
21	CUMBERLAND	151,053	151,053	28,000	28,000	179,053	179,053
22	PERRY	0	0	0	0	0	0
23	DAUPHIN	0	0	0	0	0	0
24	LEBANON	0	0	0	0	0	0
25	YORK	0	0	0	0	0	0
26	LANCASTER	123,481	123,481	0	0	123,481	123,481
27	CHESTER	0	0	0	0	0	0
28	MONTGOMERY	0	0	0	0	0	0
29	BUCKS	167,038	167,038	0	0	167,038	167,038
30	DELAWARE	0	0	0	0	0	0
31	PHILADELPHIA	200,915	200,915	0	0	200,915	200,915
32	BERKS	0	0	0	0	0	0
33	LEHIGH	83,210	83,210	0	0	83,210	83,210
34	NORTHAMPTON	0	0	0	0	0	0
35	PIKE	0	0	0	0	0	0
36	B/S/S/T	56,313	56,313	0	0	56,313	56,313
37	LUZERNE/WYOMING	0	0	0	0	0	0
38	LACKAWANNA	0	0	0	0	0	0
39	CARBON	95,145	95,145	0	0	95,145	95,145
40	SCHUYLKILL	0	0	0	0	0	0
41	CLEARFIELD	62,169	62,169	18,000	18,000	80,169	80,169
42	JEFFERSON	0	0	0	0	0	0
43	FOREST/WARREN	0	0	0	0	0	0
44	VENANGO	0	0	0	0	0	0
45	ARMSTRONG	0	0	0	0	0	0
46	LAWRENCE	0	0	0	0	0	0
47	MERCER	0	0	0	0	0	0
48	MONROE	0	0	0	0	0	0
49	CLARION	0	0	0	0	0	0
50	BUTLER	76,050	76,050	0	0	76,050	76,050
51	POTTER	0	0	0	0	0	0
52	WAYNE	64,832	64,832	0	0	64,832	64,832
TOTALS		1,650,000	1,650,000	61,550	61,550	1,711,550	1,711,550