PENNSYLVANIA DEPARTMENT OF AGING		
1. File Number: APD # 08-01-05		**2. Disposition:** Rescinds APD #06-01-07
3. Issuance Date: November 19, 2008		**4. Effective Date:** July 1, 2008
5. Program Area: Program and Financial Reports		

COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF AGING Harrisburg, PA 17101

6. Origin: Bureau of Program Integrity	7. Contact: Bureau of Program Integrity (717) 265-7888

AGING PROGRAM DIRECTIVE

SUBJECT: ANNUAL PROGRAM REPORTS REQUIRED FOR FISCAL YEAR (FY) 2008-09

TO:

EXECUTIVE STAFF
BUREAU OF PROGRAM
  INTEGRITY
ADMINISTRATION ON AGING
AREA AGENCIES ON AGING
PA ASSOCIATION OF AREA
  AGENCIES ON AGING

PA COUNCIL ON AGING
BUREAU OF HOME &
  COMMUNITY BASED SERVICES
DPW, OFFICE OF PROGRAM
  DEVELOPMENT & SUPPORT
COMPTROLLER

FROM:

John Michael Hall
Acting Secretary
Pennsylvania Department of Aging

PURPOSE: The purpose of this Aging Program Directive is to transmit to the Area Agencies on Aging (AAA), the Annual Program Reports Requirements (PRRs) and to rescind the previous program reporting requirements (APD #06-01-07).

TABLE OF CONTENTS

CHAPTER 1 - PURPOSE

I. Scope

The purpose of this Directive is to transmit Program Reporting Requirements (PRR) for reports that are submitted once each Fiscal Year (FY) in support of the Aging Block Grant and Pennsylvania Department of Aging (PDA) Waiver agreements for FY 2008-09 and to provide instruction to agencies in completing the annual PRR documents.

II. Background

The Department is required to provide programmatic data to a variety of State and Federal agencies. In the past, this information was included in the information collected in the Program and Financial Report (PFR) for the Aging Block Grant and the PDA Waiver. The AAAs electronically transmitted this data on a monthly basis to the Department of Aging.

In FY 2005-06, the majority of the required consumer specific program information was entered by the AAAs and extracted by the Department, utilizing the SAMS/OMNIA databases. It is critical that all AAAs comply with all SAMS/OMNIA data entry requirements. Programmatic information entered into SAMS is being used at the state and national levels in funding decisions and reporting requirements. At the present time, the SAMS/OMNIA database does not provide for the collection of AAA staffing information, focal point, senior center operations, and financial expenditure information.

All AAAs are required to electronically submit the program reporting documents identified in this APD. To help eliminate any confusion, these documents have retained the same titles and identification as in previous fiscal years. No edits have been made to the format or instructions except that this information is completed once during the year instead of on a monthly basis. The AAAs may be required to submit additional program reports in situations where the data is not available through the SAMS/OMNIA database, the annual reports or through the Financial Reporting Requirements.

CHAPTER 2 - REPORTING INSTRUCTIONS

I. General Reporting Rules

These are the reporting requirements AAAs must adhere to in completing the PRR.

1. Complete all applicable areas of the worksheet following the instructions contained in this issuance. The **Procedures for AAAs to Submit Program Reports to the Pennsylvania Department of Aging** are located in a file titled AAASPR09.doc in the AAAEXCEL share drive.

2. Insert only one entry in any block.

3. The AAA must comply with the cost center definitions contained in the Accounting Manual (Reference APD #97-01-02).

4. Instructions for each document, precede the document.

5. All documents are submitted only once in FY 2008-09.

6. The AAAs must enter all AAA providers in SAMS. This includes all consumer service providers, consultants and other organizations that receive funds from the AAA.

II. <u>Index for Document Instructions/Report Forms</u>

<u>Special Reports</u>

PFR13-09 – Nutrition Services	-	Q1309
PFR14-09 – Center Facilities	-	Q1409
PFR25-09 – Area Agency on Aging Staffing	-	Q2509

<u>Medicaid Assessment Program Report</u>

PAA18-09 – Staff Summary	-	D1809

<u>PDA Waiver Report</u>

WV03-09– PDA Waiver Staff Budget -		W0309
WV13-09 – PDA Waiver Staff Summary -		W1309

DOCUMENT PFR13-09
Nutrition Services

1. Enter on Lines 1 through 4, the unduplicated number of senior centers by the number of days that at least one congregate meal that meets 1/3 of the Recommended Daily Allowance (RDA) requirement is provided. (Do not include satellites.)

2. Enter on Lines 6 through 10, the number of senior centers reported on Line 5 by facility type.

   NOTE: A freestanding senior center is housed in a facility where senior services are the primary social/health/community services available. (The total of Lines 6 through 10 must equal Line 5).

3. Enter on Line 11, the number of centers reported on Line 5, which provide more than one on-site meal per day. (All meals must meet 1/3 RDA requirements).

4. Enter on Line 12, the total number of senior centers reported on Line 5 that are located in areas with a high concentration of low income elderly.

   NOTE: An area with a high concentration of low income elderly persons is a community in which at least 20% of the 60+ population is below the poverty level set by the U.S. Bureau of Census.

The Total Unduplicated Number of Senior Centers Providing Congregate Meals	
1. Seven Days Per Week	
2. Six Days Per Week	
3. Five Days Per Week	
4. Less Than Five Days Per Week	
5. Total Number of Senior Centers	
Number of Centers by Location	
6. Freestanding Senior Centers	
7. Religious Facilities	
8. Schools	
9. Public or Low Income Housing	
10. Others	
11. Senior Centers Providing More Than One Meal Per Day	
12. Senior Centers Located In Areas With a High Concentration of Low Income Elderly	

Community Focal Points

1. Enter on Lines 1 and 2, the number of community focal points, by type.

   NOTE: As identified in APD #96-04-01, "Senior Community Center and Satellite Center Policies and Standards", *A Community Focal Point – a place in a community or neighborhood designated by the Area Agency on Aging for the collection and coordination of service delivery to older persons.*

Senior Center Satellites

2. Enter on Line 4 the total unduplicated number of Senior Center Satellites receiving funds from the Area Agency on Aging.

CENTER FACILITIES   PFR14-09

COMMUNITY FOCAL POINTS	
1. Senior Center Focal Points	
2. Other Focal Points	
3. Total Focal Points	
SENIOR CENTER SATELLITES	
4. AAA Funded Satellite Centers	

NOTE: Display entries to the nearest two decimal points (i.e. 2.25, etc.)

Planning - Includes needs assessment, plan development, budgeting/resource analysis, service inventories, standards development and policy analysis.

Development - Includes public education, resource development, training and education, research and development and legislative activities.

Administration - Includes bidding, contract negotiation, reporting, reimbursement, accounting, auditing, monitoring and quality assurance.

Service Delivery - Includes those activities associated with the direct provision of a service that meets the needs of an individual age 60 or older and/or caregivers.

Access/Care Coordination - Includes outreach, screening, assessment, care management and I & R.

1. On Line 1 (Agency Executive/Management Staff), Column A, enter the total number of full-time equivalents (FTEs) of Agency Executive/Management staff (i.e. Director, Deputy Director, etc.) who are involved in the overall administration of the agency.

2. On Lines 2 through 7, Column A, enter the total number of FTE staff, by their functional responsibility, as defined at the top of this page.

   Example: If an employee spends 50% of his/her time in planning and 50% in access/care coordination, the AAA would enter .50 on Line 2 and .50 on Line 6.

3. On Line 8 (Clerical/Support), Column A, enter the total number of FTE clerical/support staff.

4. On Line 9 (Volunteers), Column A, enter the total number of FTE volunteers who assist the Area Agency in carrying out its responsibilities.

5. In Column B enter by line the total number of FTE minority staff included in Column A. Include all staff except individuals that are white, not of Hispanic origin.

AAA STAFFING CATEGORIES	A NUMBER OF FULL-TIME EQUIVALENT POSITIONS	B NUMBER OF MINORITY FULL-TIME EQUIVALENT POSITIONS
1. Agency Executive/ Management Staff		
2. Planning		
3. Development		
4. Administration		
5. Service Delivery		
6. Access/Care Coordination		
7. Other		
8. Clerical/Support		
9. Volunteers		
10. **Total AAA Staff**		

DOCUMENT PAA18-09
Staff Summary

NOTE: Display entries to the nearest two decimal points (i.e. 2.25, etc.).

1. Enter on Lines 1 through 7, Column A, the number of full-time equivalent (FTE) AAA Administrative personnel charged to the Medicaid Assessment allocation.

2. Enter on Lines 1 through 7, Columns B and C, the number of FTE personnel charged to the Medicaid and OBRA Assessments, by position, for the month.

3. Enter on Lines 8 through 14, Columns A and B, the number of FTE personnel assigned care management responsibilities, by position and type of caseload, for the fiscal year.

MEDICAID AND OBRA ASSESSMENT			
POSITION	**A** **AAA ADMINISTRATION**	**B** **MEDICAID ASSESSMENT**	**C** **OBRA ASSESSMENT**
1. Unit Director	.	.	.
2. Supervisor(s)	.	.	.
3. Assessor(s)	.	.	.
4. Clerical Personnel	.	.	.
5. Other Support Personnel	.	.	.
6. Administrative/Managerial Personnel	.	.	.
7. Registered Nurse Consultants	.	.	.
8. Social Work Consultants			

CARE MANAGEMENT			
POSITION	**A** **NFCE**	**B** **NFI**	**C** **TOTAL**
9. Unit Director	.	.	.
10. Supervisor(s)	.	.	.
11. Care Managers	.	.	.
12. Clerical Personnel	.	.	.
13. Other Support Personnel	.	.	.
14. Administrative/Managerial Personnel	.	.	.
15. Registered Nurse Consultants	.	.	.
16. Social Work Consultants			

DOCUMENT WV03-09
PDA Waiver Staff Budget

1. Enter on Lines 1 through 7, Columns A, B and C, the total number of full-time equivalent staff anticipated to be assigned to the PDA Waiver Program during the fiscal year.

   NOTE: Display entries to the nearest two decimal points (i.e. 1.10, 2.25, etc.).

STAFF SUMMARY   **WV03-07**

	A AAA ADMINISTRATION	B CARE MANAGEMENT	C PROVIDER CERTIFICATION
1. Unit Director	.	.	.
2. Supervisor(s)	.	.	.
3. Care Manager/Vendor Manager	.	.	.
4. Clerical	.	.	.
5. Other	.	.	.
6. Other	.	.	.
7. Other	.	.	.
8. **TOTAL**	.	.	.

2. Enter on Lines 1 through 7, Columns A, B and C, the total number of full-time equivalent staff assigned to the PDA Waiver Program during the fiscal year.

   NOTE: Display entries to the nearest two decimal points (i.e. 1.10, 2.25, etc.).

STAFF SUMMARY   **WV13-07**

	A AAA ADMINISTRATION	B CARE MANAGEMENT	C PROVIDER CERTIFICATION
1. Unit Director	.	.	.
2. Supervisor(s)	.	.	.
3. Care Manager/Vendor Manager	.	.	.
4. Clerical	.	.	.
5. Other	.	.	.
6. Other	.	.	.
7. Other	.	.	.
8. **TOTAL**	.	.	.

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CHAPTER 3
SUBMISSION OF THE PRR

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I. **Due Dates**

The AAAs must transmit all documents except the W1309 by December 29, 2008. The W1309 report must be submitted at the end of the fiscal year, no later than August 15th, 2009.

II. **Electronic Submission**

PRRs must be transmitted electronically to the Department in accordance with, "Procedures for AAAs to Submit Program and Financial Reports to the Department". This document, AAASPR09.DOC file, is located in the folder: AAAEXCEL\\QAGE400\QDLS\AAAEXCEL. If technical assistance is needed for the electronic transmission of PRRs, the AAAs are instructed to contact Mr. Rob Heinlen at rheinlen@state.pa.us.

III. **Technical Assistance**

Inquiries regarding this directive should be referred to the Bureau of Program Integrity. Please contact Rob Heinlen at rheinlen@state.pa.us or Lou Sprague at lsprague@state.pa for assistance.