COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF AGING Harrisburg, PA 17101	PENNSYLVANIA DEPARTMENT OF AGING	
	1. File Number: APD # 08-01-03	**2. Disposition:** Replaces APD# 07-01-09
	3. Issuance Date: October 2, 2008	**4. Effective Date:** July 1, 2008
	5. Program Area: AAA Administration	
6. Origin: Bureau of Program Integrity		**7. Contact:** Bureau of Program Integrity (717) 265-7888

AGING PROGRAM DIRECTIVE

SUBJECT: **AREA AGENCY ON AGING (AAA) PROGRAM REQUIREMENTS, PLANNING ALLOCATIONS AND REPORTING REQUIREMENTS FOR THE PDA WAIVER PROGRAM AGREEMENT FOR FY 2008-09 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

FROM:

Nora Dowd Eisenhower
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) 2008-09 PDA Waiver Agreement; transmit the FY 2008-09 funding levels for each Area Agency on Aging (AAA); and issue the monthly reporting requirements for activity and expenditures.

BACKGROUND: For FY 2008-09, 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 PDA Waiver applications that may be submitted to the County Assistance Office (CAO) for approval. PDA Waiver allocations that exceed the AAA's application allocation must receive prior approval from OLTL. To request additional application allocations the AAA must e-mail the request to: WaiverAllocations@state.pa.us. Applications for consumers transitioning from a nursing facility to the community in the Nursing Home Transition (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 FY 2008-09, the initial Waiver budget allocations identified on Attachment #1 (WVATACH1) are based on the number of active PDA Waiver consumers enrolled in each AAA as of August 31, 2008. 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 PDA Waiver budgets during the state fiscal year based on each AAA's level of program activity.

In addition to these baseline allocations, each AAA will receive an allocation for continuing the NHT initiative.

NHT FUNDING

NHT represents a cornerstone in the effort to rebalance the provision of Long Term Care Services. Co-operative efforts between the Department of Aging, OLTL, AAAs, and other stakeholders are on-going for the expansion and refinement of NHT. The Money Follows the Person (MFP) demonstration is part of the NHT program. The requirement for MFP is that participants have resided in a nursing facility or other institutional setting for at least six months and be actively receiving Medicaid services for at least one month prior to transitioning. Beginning July 1, 2008, transition efforts should be directed on longer term nursing facility residents facing the most barriers and assisting them to return to the community. The MFP demonstration supports this strategy and allows the commonwealth to draw additional federal funding to support the NHT program and other transition efforts.

Deputy Secretary Hall's memorandum of June 27, 2008, Subject: NHT Operations for fiscal year 2008-2009 provides guidance toward this effort.

For the first quarter (July through September) NHT will be funded the same as FY 2007-08. AAAs will receive an initial budget equal to one-fourth of the NHT budget for FY 2007-08.

Incentive payment is being redefined and as such no goal based incentive funding will be included in the initial budget. Procedures for reimbursement for meeting the revised goals will be issued when the revisions to the program have been finalized.

Allowable NHT activities to be reported in quarter hour units include but are not limited to:

- Staff time dedicated to visiting consumers on the MDS list;
- 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 starrıps, 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, 2008.

Allowable activities for the funding available for July through September also include:

- Staff time dedicated to building local capacity to serve NHT consumers who may not be eligible for state funded programs;
- Staff and management time dedicated to planning outreach, education and transition activities;
- Staff time dedicated to data reporting on NHT activities
- Trainings and meeting with the OLTL to plan and prepare for NHT activities;
- Trainings and meeting within the AAA for strategic planning purposes;
- Coordinated visits and cross training with existing NHT Collaborative Plan Partner Agencies to plan and prepare for NHT activities;
- Meetings with nursing facility directors to enhance cooperation;
- Meeting with new partner agencies and community supports (i.e. local housing authority, United Way, CAO, etc.) to plan and prepare for NHT activities
- Retrieving, sorting and organizing the MDS data;

AAAs will be notified by the Department and OLTL when the funding provisions for October 2008 through June 2009, have been finalized. The funding provisions will outline the availability of start up funds, reimbursement methodology for unit of service provision and reporting and the funding of initiatives. 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 PDA Waiver consumers. All consumer information and service plan data must be entered into SAMS.

BUDGET SUBMISSION REQUIREMENTS

The initial budget from FY 2006-07 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 2008-09 according to the amended allocation schedule for FY 2008-09. The amended budget files are due October 31, 2008. The W0109XX.XLS and W0409.xls files are in the BUDZIP09.exe file in the AAAEXCEL folder on the AS/400.

One copy of the Application for Support for the PDA Waiver Program (WVRAPP-09), included in the APD # 08-01-03 folder on the AS400, must be completed with original signatures and forwarded to the Department by September 30, 2008. Upon receipt of this document, the Department will process the agreement and return the approved agreement to the AAA/

FISCAL REPORTING SUBMISSION REQUIREMENTS

The Excel Files, W1109xx.xls and W1409xx.xls, included in the PFRZIP09.exe and PFRZIP09.zip files in the AAAEXCEL folder on the AS/400 must be completed and submitted to the Department monthly. In order to submit the file, 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 and the end of the month subsequent to the period being reported. The Department will use these files to reimburse AAAs for PDA 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 BUDZIP09.exe 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 29, 2008
2	August	September 30, 2008
3	September	October 31, 2008
4	October	November 28, 2008
5	November	December 31, 2008
6	December	January 30, 2009
7	January	February 27, 2009
8	February	March 31, 2009
9	March	April 30, 2009
10	April	May 29, 2009
11	May	June 30, 2009
12	June	August 15, 2009

TECHNICAL ASSISTANCE

Please contact Robert Heinlen, Bureau of Program Integrity. He can be reached at (717) 265-7888 (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.

Attachment #1
dtd 9-22-08
$262

Pennsylvania Department of Aging
Amended PDA Waiver Program Allocation
Amended Budget July 1, 2008 to June 30, 2009
Baseline Allocation

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	624	25	$2,040,456	$ 15,514	$2,055,970	$164,820
02	Crawford	111	4	361,560	8,341	369,901	58,781
03	Cameron/Elk/McKean	150	7	493,608	11,076	504,684	50,510
04	Beaver	159	3	509,328	9,443	518,771	43,564
05	Indiana	59	1	188,640	6,375	195,015	9,775
06	Allegheny	1027	34	3,335,784	35,570	3,371,354	216,640
07	Westmoreland	186	7	606,792	16,624	623,416	43,071
08	Wash/Fayette/Greene	622	22	2,024,736	16,164	2,040,900	185,908
09	Somerset	63	3	207,504	6,782	214,286	80,038
10	Cambria	107	4	348,984	8,913	357,897	24,531
11	Blair	154	5	499,896	9,357	509,253	171,226
12	Hunt/Bedford/Fulton	136	4	440,160	7,672	447,832	52,048
13	Centre	81	3	264,096	6,351	270,447	39,335
14	Lycoming/Clinton	97	5	320,688	9,950	330,638	19,745
15	Columbia/Montour	58	3	191,784	10,914	202,698	17,452
16	Northumberland	120	6	396,144	8,866	405,010	26,301
17	Union/Synder	103	5	339,552	6,670	346,222	25,160
18	Mifflin/Juniata	58	2	188,640	7,941	196,581	68
19	Franklin	43	2	141,480	8,232	149,712	9,126
20	Adams	19	1	62,880	7,255	70,135	690
21	Cumberland	69	1	220,080	13,976	234,056	8,437
22	Perry	54	3	179,208	5,732	184,940	8,113
23	Dauphin	144	4	465,312	13,221	478,533	17,701
24	Lebanon	45	1	144,624	9,543	154,167	11,250
25	York	71	3	232,656	15,610	248,266	27,027
26	Lancaster	168	6	547,056	22,736	569,792	28,185
27	Chester	205	6	663,384	13,869	677,253	90,166
28	Montgomery	398	14	1,295,328	32,220	1,327,548	32,129
29	Bucks	269	3	855,168	21,622	876,790	45,313
30	Delaware	708	23	2,298,264	21,769	2,320,033	232,743
31	Philadelphia	4975	192	16,245,048	34,262	16,279,310	1,424,820
32	Berks	286	9	927,480	16,083	943,563	55,374
33	Lehigh	162	2	515,616	16,998	532,614	64,348
34	Northampton	160	5	518,760	13,404	532,164	27,439
35	Pike	58	2	188,640	5,288	193,928	8,045
36	B/S/S/T	363	12	1,179,000	18,097	1,197,097	84,667
37	Luzerne/Wyoming	219	6	707,400	23,132	730,532	129,796
38	Lackawanna	131	5	427,584	15,527	443,111	20,030
39	Carbon	43	2	141,480	6,152	147,632	11,453
40	Schuylkill	145	4	468,456	13,117	481,573	85,654
41	Clearfield	230	8	748,272	6,780	755,052	57,921
42	Jefferson	96	4	314,400	6,001	320,401	33,522
43	Forest/Warren	364	5	1,160,136	6,471	1,166,607	77,483
44	Venango	30	2	100,608	6,241	106,849	12,236
45	Armstrong	52	1	166,632	5,951	172,583	4,647
46	Lawrence	25	1	81,744	7,506	89,250	21,190
47	Mercer	68	2	220,080	9,190	229,270	63,793
48	Monroe	115	6	380,424	6,252	386,676	30,925
49	Clarion	55	3	182,352	5,847	188,199	17,916
50	Butler	40	1	128,904	12,934	141,838	19,363
51	Potter	71	2	229,512	5,460	234,972	23,311
52	Wayne	62	2	201,216	6,004	207,220	13,384
	TOTALS	13,858	486	$ 45,097,536	$ 635,005	$45,732,541	$ 4,027,170

Pennsylvania Department of Aging

Increase/ (Decrease) PDA Waiver Program Allocation

Amended July 1, 2007 to June 30, 2008

PSA	PSA Name	Monthly Budgeted Slot Allowance	Average No. New Cases per Month	Baseline Allocation: Baseline Budget to Administer the Waiver	Restructuring To Implement NHT	Total Waiver Budget	Skilled Medical Professionals Minimum
01	Erie	193	1	$ 658,291	$ (24,486)	$633,805	$ 68,159
02	Crawford	-26	-1	(77,783)	(16,659)	(94,442)	20,125
03	Cameron/Elk/McKean	-51	1	(150,975)	(23,924)	(174,899)	(3,530)
04	Beaver	7	-4	21,882	(15,557)	6,325	6,281
05	Indiana	-3	-3	(10,187)	(13,625)	(23,812)	519
06	Allegheny	-2	-9	35,904	(24,430)	11,474	-
07	Westmoreland	-9	-2	(18,550)	(23,376)	(41,926)	22,171
08	Wash/Fayette/Greene	-81	-2	(229,701)	(23,836)	(253,537)	-
09	Somerset	-24	0	(71,495)	(13,218)	(84,713)	(6,455)
10	Cambria	-16	-4	(45,462)	(16,087)	(61,549)	3,400
11	Blair	-22	-5	(64,515)	(15,643)	(80,158)	(7,187)
12	Hunt/Bedford/Fulton	-7	-1	(18,424)	(17,328)	(35,752)	19,340
13	Centre	2	-1	10,752	(13,649)	(2,897)	(48,544)
14	Lycoming/Clinton	-2	-1	3,207	(15,050)	(11,843)	1,830
15	Columbia/Montour	-20	0	(58,353)	(24,086)	(82,439)	5,443
16	Northumberland	1	1	14,525	(16,134)	(1,609)	(649)
17	Union/Synder	17	-1	63,760	(13,330)	50,430	-
18	Mifflin/Juniata	-26	-1	(80,738)	(17,059)	(97,797)	(11,730)
19	Franklin	-17	-2	(50,933)	(11,768)	(62,701)	2,049
20	Adams	-18	-1	(55,775)	(12,745)	(68,520)	(2,912)
21	Cumberland	-33	-7	(107,022)	(21,024)	(128,046)	(1,793)
22	Perry	3	1	15,657	(14,268)	1,389	(28,710)
23	Dauphin	-12	-4	(34,961)	(21,779)	(56,740)	(3,593)
24	Lebanon	-21	-1	(67,030)	(15,457)	(82,487)	1,851
25	York	-75	-2	(235,548)	(24,390)	(259,938)	2,158
26	Lancaster	19	-4	69,231	(27,264)	41,967	(4,410)
27	Chester	-37	-5	(112,681)	(21,131)	(133,812)	25,140
28	Montgomery	-105	-5	(317,733)	(27,780)	(345,513)	(59,311)
29	Bucks	-42	-8	(142,172)	(28,378)	(170,550)	24,369
30	Delaware	-101	-4	(296,102)	(28,231)	(324,333)	112,337
31	Philadelphia	-126	23	(113,247)	(25,738)	(138,985)	-
32	Berks	-39	-1	(114,756)	(23,917)	(138,673)	16,728
33	Lehigh	-31	-5	(103,312)	(23,002)	(126,314)	3,195
34	Northampton	-17	-1	(48,858)	(21,596)	(70,454)	(5,339)
35	Pike	-4	-1	(10,187)	(14,712)	(24,899)	(3,968)
36	B/S/S/T	1	-2	18,109	(41,903)	(23,794)	10,867
37	Luzerne/Wyoming	-64	-5	(200,147)	(36,868)	(237,015)	18,273
38	Lackawanna	-45	-3	(136,827)	(24,473)	(161,300)	-
39	Carbon	4	0	16,412	(13,848)	2,564	1,641
40	Schuylkill	-44	-5	(137,644)	(21,883)	(159,527)	(7,099)
41	Clearfield	31	0	110,103	(13,220)	96,883	(26,472)
42	Jefferson	-11	-1	(28,736)	(13,999)	(42,735)	1,608
43	Forest/Warren	-19	-6	(68,099)	(13,529)	(81,628)	6,882
44	Venango	-27	0	(82,184)	(13,759)	(95,943)	4,165
45	Armstrong	-5	-1	(16,160)	(14,049)	(30,209)	101
46	Lawrence	-32	-1	(101,048)	(12,494)	(113,542)	1,031
47	Mercer	-34	-2	(107,022)	(15,810)	(122,832)	12,260
48	Monroe	6	3	30,874	(13,748)	17,126	(49)
49	Clarion	3	1	15,594	(14,153)	1,441	(1,565)
50	Butler	-5	-2	(15,406)	(22,066)	(37,472)	5,108
51	Potter	-3	-1	(7,797)	(14,540)	(22,337)	177
52	Wayne	5	0	18,424	(13,996)	4,428	7,445
	TOTALS	(964)	(84)	$ (2,434,844)	$ (1,004,995)	($3,439,839)	$ 181,337

APPLICATION FOR SUPPORT FOR
AREA PLAN ON PDA WAIVER PROGRAM

PROJECT PERIOD: July 1, 2008 to June 30, 2009	**WVRAPP09**
1. Planning and Service Area (PSA No. and Counties Included)	a. County Agency ☐ b. Private Non-Profit (See Item 9 attached.)
2. Name and Address of Area Agency on Aging _____ Area Code and Telephone Number	4. Name and Address of Single Organization Unit (If different from Item 2) _____ Area Code and Telephone Number
3. Name, Title and Address of Administrator of Area Agency on Aging _____ Area Code and Telephone Number	5. Title and Address of Payee (Specify Organizational Unit and Address to which checks should be issued - do not indicate the name of a person) _____ 6. IRS Number

7. I certify that I am authorized to submit this plan on behalf of the designated Area Agency on Aging and agree to abide by regulations issued by the Pennsylvania Department of Aging, the U.S. Department of Health and Human Services, and the U.S. Department of Labor. I also agree to abide by the Aging Program Directives issued by the Pennsylvania Department of Aging. The general public has had an opportunity to review and comment on this proposal through a public hearing process. I further agree that checks may be drawn as shown in No. 5 above.

_____	_____	_____
Signature of Governing Authority Official, e.g. Chairman of County Commissioners or President, Board of Directors	Title	Date

8. I certify that the Advisory Council of the Area Agency on Aging has participated in the development of the Area Plan and has reviewed the plan as herewith anticipated.

The Advisory Council does _____ or does not _____ recommend approval.

_____	_____	_____
Signature of Chief Officer of Advisory	Title	Date

Address: _____ Phone: (____) _____-_____

Non-Profit Governing Boards

For private, non-profit agencies: please list names, addresses and office held, if any, of the members of the AAA governing board.

Area Agency on Aging Name:_____ PSA#:____

Name of Member	Address	Office Held	Date of Appointment

NOTE: REVISED LISTING SHOULD BE SUBMITTED WHEN CHANGES IN MEMBERSHIP OCCUR THROUGHOUT THE YEAR.