

**COMMONWEALTH OF PENNSYLVANIA**  
**Department of Aging**

**DATE:** September 29, 2005

**TO:** Area Agency on Aging Directors

**FROM:** Dennis Hopkins, Director  
Bureau of Program Integrity

**SUBJECT: APD #05-01-06 "Area Agency on Aging (AAA) Program Requirements, Planning Allocations and Reporting Requirements for the PDA Waiver Program Agreement for FY 2005-06"**

The AAAs are advised that APD #05-01-06, "Area Agency on Aging (AAA) Program Requirements, Planning Allocations and Reporting Requirements for the PDA Waiver Program Agreement for FY 2005-06" is now available to be electronically accessed. The AAAs are advised that the purpose of this APD is to issue an allocation to allow the Department to develop a baseline budget for each AAA. Adjustments to these figures will be based on actual costs and consumer enrollment and will occur in an amendment process in early 2006.

The AAAs must review the documents and the reporting instructions appearing in APD #05-01-06. The fiscal documents and reporting remain unchanged from the FY 2004-05 requirements. **The AAAs must receive PDA approval for all new PDA Waiver consumers, including individuals who are classified as nursing home transition consumers and nursing home diversion consumers.** The AAAs are no longer required to complete the forms for staff designation, slot phase in and staffing plan.

The AAAs are advised to access APD #05-01-06, "Area Agency on Aging (AAA) Program Requirements, Planning Allocations and Reporting Requirements for the PDA Waiver Program Agreement for FY 2005-06" with all required documents according to the following downloading procedures:

1. Connect to the Department by the established procedure.
2. Once a Department connection has been established, access the AAAEXCEL folder on the Department's AS/400 using 95/98/NT/2000 Windows Explorer.
  - a. For the "Area Agency on Aging (AAA) Program Requirements, Planning Allocations and Reporting Requirements for the PDA Waiver Program Agreement

for FY 2005-06", access the file folder (AGINGAPD) and then access the file folder (#05-01-06).

3. As of this date, the AAAs can access the electronic submission files via the compressed file (PFRZIP06.exe) in the AAA Excel folder.
4. The AAAs must use the SAVEPRN Macro (MACLIB.xls) that is dated June 6, 2000, or later.

Questions regarding the APD documents and/or the instructions should be directed to Lou Sprague or Megan Devine, Division of Data Collection and Service Appeals, at (717) 783-6207. Computer system questions, including transmission of the electronic reports, should be forwarded to Thomas Kupchinsky, Management Information Systems Division, at (717) 783-3126.