

Instructions for Completing CDA 7001M

A detailed project Work Plan is required prior to the release of funds for the Medicare Improvements for Patients and Providers Act (MIPPA) contract and should outline performance goals, measurable outcomes, major objectives, key tasks, and time frames (start and end dates) specific to the project activities outlined in the contract Scope of Work.

With CDA approval, MIPPA funds may be used to provide “other” project services in addition to those listed in the Scope of Work, as long as they are not duplicative of services provided under other CDA contracts (i.e. HICAP, Financial Alignment).

The MIPPA Work Plan should delineate how each of the three Priority Areas listed below will coordinate efforts and resources to achieve the MIPPA Work Plan goal:

- Priority Area 1 – SHIPs
- Priority Area 2 – AAAs
- Priority Area 3 – ADRCs (where applicable)

The required MIPPA Work Plan categories include:

- Goals – Enter the following goals into the provided “GOALS” sections:
 - GOAL #1: Expand, extend, or enhance outreach/enrollment efforts targeted at beneficiaries with limited incomes.
 - GOAL #2: Expand, extend, or enhance outreach/enrollment efforts targeted at beneficiaries living in rural areas.
 - GOAL #3: Expand, extend, or enhance outreach efforts related to Medicare wellness benefits and preventive services.
 - GOAL #4: Develop new partnerships and maintain existing ones.
- Objectives - Objectives are identifiable or measureable steps toward a goal. Part of the planning process or sequence (the “how”) to attain the goals.
- Key Tasks - List Key Tasks that must be completed in order to accomplish the stated objectives.
- Staff - Identify the individuals responsible for completing the key tasks, either Contractor Staff (if a AAA Direct HICAP), or Sub-contractor Staff (if a AAA-contracted HICAP), or ADRC Staff (where applicable).
- Key Partners – Identify Key Partnerships (senior centers, pharmacies, associations, foundations, etc.) utilized to complete key tasks and meet identified objectives.
- Start Date and End Date - Timelines associated with each objective. Specify start and end dates.
- Outcome Status/Comments - These are updates on the status of each Objective. Comments can include positive or negative changes that occur as a result of activities.

HEADER SECTION:

Enter the following information:

- Contractor Agency name as it appears on the Standard Agreement (STD 213)
- Date the report is being submitted
- Planning and Service Area (PSA) number (two digits)
- Current Fiscal Year
- Contract Number:
 - MI
 - Fiscal Year
 - PSA number

CATEGORY SECTION:

Fields will increase in size, down the page, as you type.

Additional Objectives may be added by highlighting the blank row and inserting a row above or below.

SUBMISSION:

The completed CDA 7001M must be sent as an e-mail attachment to the [CDA HICAP Team Email Address](#): HICAPTeam2@aging.ca.gov and is due by the due date identified in the Program Memo.