

CALIFORNIA DEPARTMENT OF AGING

1300 NATIONAL DRIVE, SUITE 200

SACRAMENTO, CA 95834-1992

Internet Home Page: www.aging.ca.gov

TDD Only 1-800-735-2929

FAX Only (916) 928-2267

Phone Number (916) 419-7500



PROGRAM MEMO

CDA 1014 (Rev. 02/14)

TO: Participating Area Agencies on Aging Directors	NO.: PM 16-01 (P)
SUBJECT: MIPPA Federal Fiscal Year (FFY) 2016 through 2017 Medicare Improvements for Patients and Providers Act (MIPPA) Contract and FFY 2016 MIPPA Budget Display	DATE ISSUED: January 8, 2016
	EXPIRES: September 29, 2017
REFERENCES:	SUPERSEDES:
PROGRAMS AFFECTED:	<input type="checkbox"/> All <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III-C1/C2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input type="checkbox"/> Title VII <input type="checkbox"/> Title V <input type="checkbox"/> HICAP <input checked="" type="checkbox"/> Other: HICAP

Purpose

This Program Memo (PM) transmits the two-year Contract and second year Budget Display for activities funded under the California Department of Aging's (CDA) federal Medicare Improvements for Patients and Providers Act (MIPPA) grant. The MIPPA grant was awarded to CDA for a three-year period. This Contract is for the second and third year of the grant; however, the funding for MIPPA is in one-year increments.

The award is authorized by Section 119 of MIPPA 2008, Public Law 110-275, as amended by the Patient Protection and Affordable Care Act of 2010 and reauthorized by the American Taxpayer Relief Act of 2012, the Protecting Access to Medicare Act of 2014, and the Medicare Access and CHIP Reauthorization Act of 2015.

Grant Activities

CDA has received funding from the federal government for the second year of a three-year non-competitive grant to:

- Expand outreach and enrollment efforts related to the Prescription Drug Benefit Low-Income Subsidy (LIS) Program and the Medicare Savings Program (MSP).
- Expand outreach activities related to preventing disease and promoting wellness.

This Area Agency on Aging (AAA) **Contract** cover a **two-year** period. However, the AAA **Budget Display** shows the funds available for project activities for **one year**, from September 30, 2015 through September 29, 2016. The Budget Display and funding for the project's third and final year will be available after CDA receives the funding from the federal government.

Continued on next page

Contract Information	The Contract is identified as “MI 15-17” to distinguish it from the earlier MIPPA contract “MI 14-15.” The MI 15-17 Contract term is from September 30, 2015 through September 29, 2017.
-----------------------------	--

Project Period	The project period runs from September 30, 2014 through September 29, 2017. Participating AAAs are expected to continue for the remainder of the project period.
-----------------------	--

Eligibility	<p>No additional AAAs will be allowed to participate during the project period. However, the number of participating Aging and Disability Resource Centers, known as Aging and Disability Resource Connections (ADRC) in California, may change as additional ADRCs are designated or re-designated. For a participating AAA to begin receiving funding for a newly designated or re-designated ADRC, the AAA must first:</p> <ul style="list-style-type: none"> • Have its ADRC designated by CDA • Submit a revised work plan to CDA <p>Funding for newly designated or re-designated ADRCs will be available only as each new one-year funding period commences during the three-year project period. An ADRC established in March of 2016, for example, would not be eligible to receive MIPPA funds before the State Fiscal Year (SFY) 2016-17 funding period begins.</p>
--------------------	--

Allocation Distributions	<p>For the project’s second year, CDA will distribute a total of \$793,812 as follows:</p> <ul style="list-style-type: none"> • \$303,128 to participating AAAs • \$314,198 to Health Insurance Counseling and Advocacy Programs (HICAP) • \$176,486 to participating ADRCs <p>CDA will distribute the contract funds as follows:</p> <ul style="list-style-type: none"> • 70% of the second-year funding and all of the first-year carryover funding in State Fiscal Year (SFY) 2015-16 • 30% of the second-year funding in SFY 2016-17 <p>Carryover funding from the first year of the project is allocated in the second year of the project and must be spent first.</p>
---------------------------------	---

Documents Required Prior to Distribution of Funds	<p>CDA must receive and approve completed copies of the following documents before the Contract can be executed:</p> <ul style="list-style-type: none"> • MIPPA Budget Form (see Budget Submission Instructions & Due Dates) • MIPPA Work Plan (see MIPPA Work Plan) • Signed Contract <p>Note: CDA will not process payments until the AAA Contract is fully executed.</p>
--	---

**Budget
Submission
Instructions
&
Due Dates**

Each AAA must submit its MIPPA Budget Form as follows:

- Incorporate the amounts shown in your Budget Display.
- Specify the maximum allowable administration amounts found in the Budget Display.
- Submit the MIPPA Budget Form electronically to your assigned CDA AAA Fiscal Team Specialist.

Due Date: Each AAA must submit its MIPPA Budget Form no later than 30 days from the date of this PM.

AAAs may download the MIPPA Budget Form and instructions at:

http://www.aging.ca.gov/ProgramsProviders/AAA/Fiscal_Form_Documents/.

**Expenditure
Reporting
&
Requests for
Funds**

AAAs may report expenditures for activities beginning with the contract start date, September 30, 2015, and ending on September 29, 2016. Expenditure reporting must be complete and include all activities and accrued costs for the period reported.

Due Date: Each AAA must submit its expenditure report on the 30th of each month.

Expenditures that occurred prior to the execution of the contract and requests for funds must be reported monthly after the Contract is fully executed.

**Closeout
Instructions**

AAAs must submit a closeout report for the entire contract period, September 30, 2015 through September 29, 2017.

- To facilitate CDA's closing of each SFY, AAAs must submit an accurate and complete **expenditure report** of contract funds spent through June 30th. The expenditures must be reported as referenced in Exhibit B of the Contract.

Due Date: Each AAA must submit its expenditure report on the 30th of each month.

- To facilitate CDA's closing of the Contract, AAAs must submit an accurate and complete **closeout report** of funds spent from September 30, 2015 through September 29, 2017. One closeout is required for the two-year contract period.

Due Date: Each AAA must submit its closeout report no later than October 29, 2017 (30 days after the contract expires on September 29, 2017).

**MI 15-17
Work Plans**

Each participating AAA must submit a work plan that clearly describes the activities that will be performed by each of the MIPPA entities [AAA, HICAP, and ADRC (where applicable)] during the project's second year.

The MIPPA Work Plan Template and Instructions may be found at:

<http://www.aging.ca.gov/ProgramsProviders/AAA/MIPPA/>

AAA must submit MI 15-17 Work Plans to denise.crandall@aging.ca.gov .

Required Data Reports

AAA or ADRC: For work completed under the MIPPA grant by a AAA or ADRC (where applicable), the AAA is responsible for collecting and reporting required data. This data must be submitted on the MIPPA Reporting Tool.

- Go to <http://www.aging.ca.gov/ProgramsProviders/AAA/MIPPA/> to download:
 - MIPPA Reporting Guidance for HICAPs
 - MIPPA Reporting Guidance for AAAs and ADRCs
 - MIPPA Reporting Tool for AAAs and ADRCs

HICAP: For work completed under the MIPPA grant by a HICAP, all required data must be entered into the Statewide HICAP Automated Reporting Program (SHARP) system as directed by CDA.

Reporting Deadlines

AAA or ADRC: Data reports for work completed by the AAA or ADRC (where applicable) must be submitted to CDA quarterly. The due dates are:

January 15 July 15 April 15 October 15

HICAP: Work completed under the MIPPA grant by a HICAP must be entered into SHARP no later than the 15th of the month following the month in which the work was completed.

Required Narrative Reports

The contracting AAA must submit two six-month narrative reports during each year of the three-year project. CDA will provide further guidance by email regarding the narrative reports.

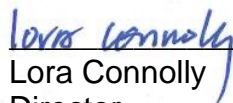
Questions

For program-related questions, please contact Denise Crandall, HICAP Policy Manager, at denise.crandall@aging.ca.gov or 916-419-7507.

For fiscal questions, please contact your assigned CDA Fiscal Team Specialist.

Attachments

- MI 15-17 Contract Budget Display, Exhibit B
http://www.aging.ca.gov/ProgramsProviders/AAA/AAA_Budget_Displays/
- CDA will mail contract documents to each participating AAA's Contract Representative.


Lora Connolly
Director