

## CALIFORNIA DEPARTMENT OF AGING

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# PROGRAM MEMO

CDA 1014 (Rev. 04/11)

TO: <b>Participating Area Agencies on Aging Directors</b>		NO.: <b>PM 15-02 (P)</b>	
SUBJECT: <b>MIPPA (MI-1415)</b> <b>The Medicare Improvements for Patients and Providers Act</b>		DATE ISSUED: <b>February 20, 2015</b>	
		EXPIRES: <b>September 29, 2015</b>	
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 V <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input checked="" type="checkbox"/> Other: <b>HICAP</b>		

## Purpose

This Program Memo (PM) transmits your Contract and Budget Display for Contract MI-1415 activities funded under the California Department of Aging's (CDA) federal Medicare Improvements for Patients and Providers Act (MIPPA) grant.

This 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 and the Protecting Access to Medicare Act of 2014.

## Grant Activities

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

- Expand outreach and enrollment efforts, including efforts targeting people who live in rural areas, related to the
  - Prescription Drug Benefit Low-Income Subsidy (LIS) program,
  - Medicare Savings Program (MSP),
  - and Medicare Part D.
- Expand outreach activities related to preventing disease and promoting wellness.

## Contract Information

This Contract is identified as "MI-1415" to distinguish it from earlier MIPPA Contracts. The term of Contract MI-1415 is from February 1, 2015 to September 29, 2015. This is the first year of a multi-year project.

*Continued on next page*

**Project Period** Participating Area Agencies on Aging (AAA) are expected to continue with this project for three years. No additional AAAs will be allowed to participate during the project period. However, the number of participating Aging and Disability Resource Centers (called Aging and Disability Resource Connections in California or ADRC) may change as more are designated or re-designated. In order for a participating AAA to begin receiving funding for a newly designated or re-designated ADRC, the AAA must first:

- Have its ADRC recognized by CDA; and
- Submit a revised work plan to CDA.

Funding for newly designated or re-designated ADRCs will be available only as each new one-year funding period begins during the three-year project period. An ADRC established in March of 2015, for example, will not be eligible to receive MIPPA funds before the 2015-16 Contract period begins.

**Allocation  
Distributions  
&  
Expenditure  
Deadlines**

For the project's first year, CDA will distribute a total of \$825,145 as follows:

- \$315,020 to participating AAAs, to be distributed according to the Intrastate Funding Formula.
- \$326,513 to participating Health Insurance Counseling and Advocacy Programs (HICAP) using standard HICAP factors.
- \$183,612 to participating ADRCs, to be distributed according to the number of Medicare beneficiaries in each participating ADRC's service area.

CDA will distribute the Contract funds as follows:

- Seventy percent in State Fiscal Year (SFY) 2014-15; and
- Thirty percent in SFY 2015-16.

Carryover will be allowed; however, it will not be available for expenditure until a contract is executed for the project's second year.

**Documents  
Required  
Prior to  
Distribution of  
Funds**

CDA must receive and approve completed originals of the following documents before the Contract can be executed.

- MIPPA Budget Form (CDA 229m)
- Work Plan
- Signed Contract

**Note:** CDA must have a fully executed Contract on file before funds can be released.

**Budget Submission Instructions**

Each AAA must submit its MIPPA Budget form (CDA 229m) in the following manner:

- Incorporate the amounts shown in your Budget Display.
- Specify the administration amounts up to the maximum found in the Budget Display.
- Submit MIPPA Budget form (CDA 229m) electronically to your assigned CDA AAA Fiscal Team Specialist.
- Download the form and instructions at:  
[http://www.aging.ca.gov/ProgramsProviders/AAA/Fiscal\\_Form\\_Documents/](http://www.aging.ca.gov/ProgramsProviders/AAA/Fiscal_Form_Documents/)

**Due Date:** The completed budget form must be submitted no later than 30 days from the date of this PM.

**Closeout**

Two closeouts will be required:

- One for 70 percent of contract funds budgeted for SFY 2014-15 (ending June 30, 2015); and
- One for 30 percent of contract funds budgeted for SFY 2015-16 (ending September 29, 2015).

**Due Date:** A closeout must be submitted no later than 30 days after each budget period ends.

**MIPPA Work Plan**

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).

**Reporting Period**

The reporting period is September 30, 2014 through September 29, 2015. You may report data retroactively back to the project start date, September 30, 2014.

**Note:** You cannot report expenditures or request funds for any period prior to the Contract start date (February 1, 2015).

**Required Data Reports**

For work completed under the MIPPA grant by the **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.

For work completed under the MIPPA grant by the **HICAP**, CDA will collect all required data using the Statewide HICAP Automated Reporting Program (SHARP). All participating HICAPs must record such work in SHARP as directed by CDA.

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**Required Data Reports,**  
*continued*

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

- MIPPA Reporting Guidance for AAAs and ADRCs;
  - MIPPA Reporting Guidance for HICAPs; and
  - MIPPA Reporting Tool for AAAs and ADRCs.
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**Required Narrative Reports**

The contracting AAAs 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.

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**Reporting Deadlines**

Data reports for work completed by **AAAs** or **ADRCs** (where applicable) must be submitted to CDA by:

- April 15; and
- October 15.

Work completed by **HICAPs** under the MIPPA grant must be entered into SHARP no later than the 20<sup>th</sup> of the month following the month in which the work was completed.

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**Questions**

For program-related questions, please contact Ellen Goodwin, Aging Programs Analyst, at [ellen.goodwin@aging.ca.gov](mailto:ellen.goodwin@aging.ca.gov) or (916) 419-7590.

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

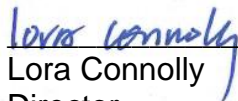
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**Attachment**

- MI-1415 Contract Budget Display, Exhibit B  
[http://www.aging.ca.gov/ProgramsProviders/AAA/AAA\\_Budget\\_Displays/](http://www.aging.ca.gov/ProgramsProviders/AAA/AAA_Budget_Displays/)

Contract documents will be mailed to each participating AAA's Contract Representative.

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Lora Connolly  
Director