

List of Changes for the 2012 Area Plan Updates

Program Module

- The Targeting Report formula cells were corrected to produce the correct decimal places. A note was added to instruct the AAA not to bookmark the County Profile data to ensure that the user is working with the most recent information.
- The PSA Service Recipient Data for Targeting Report, Exhibit A, was updated. In addition, a more accurate methodology was developed to calculate the low-income minority older individuals with limited English proficiency.
- Appendices 2-5 (community focal points, senior centers, lead agencies, and access points) are removed.
- By September 2011, CIRTSS will be modified to allow data previously recorded in the Aging Network Providers screen to be captured in the CIRTSS Provider screen. The Aging Network Providers link will be removed from the Enterprise Application Services page.
- A Provider List report will be made available in CIRTSS that will list all provider data for the PSA, the output of which is to be included in section C.VI.A. of the contract module.
- Provider information that is not entered in CIRTSS will need to be manually added in the Excel spreadsheet to this section of the contract module.

Note: Policy does not require that AAAs enter information in CIRTSS about access points, senior centers and focal points with whom they don't contract. Entering this information in CIRTSS will be optional. If they are in CIRTSS, the new Provider List report will include them.

Contract Module

References throughout the contract module files were updated to reflect the 2012-2013 fiscal year.

PART I

The data previously recorded in WebDB will soon be included in the CIRTSS Provider, Contract Budget Information and Fixed Service Costs screens. Reports will be created that will contain the information needed in the following two spreadsheets in the Contract Module Part I. The instructions on these two tabs have been changed as needed to reflect the changes and the report titles were modified to create greater consistency:

- C.I.C. Service Units and Costs Projections – PSA Summary
- C.I.E. Service Units and Cost Projections – PSA Summary – All Programs

The federal/state share of Medicaid funding changed to 55.94% federal to 44.06% general revenue. This is documented in C.I.F.AAA, C.I.F, and C.I.G.

PART II

C.II.A. Renamed the Area Agency on Aging Operating Budget Summary and Allocations (was AAA Administrative Budget Summary and Allocations.)

The Excel file was modified to remove the following three tabs and replace them with one tab that will include all contract provider information:

- C.VI.A. FY 2010 CONTRACT PROVIDERS (OAA Contract Agencies)
- C.VI.A. FY 2010 CONTRACT PROVIDERS (Medicaid Waiver Case Management Agencies)
- C.VI.A. FY 2010 CONTRACT PROVIDERS (All Other Contract Agencies)

The table below details the changes discussed above, showing the old and new location by provider type.

| Aging Contract Providers Information Location Changes | | |
|--|----------------------------|---------------------------------|
| Contract Provider Type | Old Location | New Location |
| Community Focal Points | Program Module Appendix 2 | Contract Module section C.VI.A. |
| Senior Centers | Program Module Appendix 3 | Contract Module section C.VI.A. |
| Lead Agencies | Program Module Appendix 4 | Contract Module section C.VI.A. |
| Aging and Disability Resource Center/Aging Resource Center Access Points | Program Module Appendix 5 | Contract Module section C.VI.A. |
| OAA Contract Agencies | Contract Module C.VI.A.(1) | Contract Module section C.VI.A. |
| Medicaid Waiver Case Management Agencies | Contract Module C.VI.A.(2) | Contract Module section C.VI.A. |
| All Other Contract Agencies | Contract Module C.VI.A.(3) | Contract Module section C.VI.A. |

- C.VII.A. AAA BOARD OF DIRECTORS
The instruction was added to include the county in the block with the home address.
- C.VII.B. AAA ADVISORY COUNCIL MEMBERS
The instruction was added to include the county in the block with the home address.

Timeline for CIRTS Changes

There will be four operational phases for the implementation of the changes:

Phase I – Completed June 4, 2011

- Updated CIRTS screens will be available that include new unit rate fields and all fields used in old WebDB reports.

Phase 2 – Estimated to be completed September 1, 2011

- Old contracted unit rate reports will be developed in CIRTSS and included on the CIRTSS Reports page. The two reports, *C.I.C. Service Units and Cost Projection – PSA Summary* and *C.I.E. Service Units and Cost Projections – PSA Summary – All Programs*, will be exportable to any spread sheet.
- The CIRTSS Provider screen will be updated to include four new check boxes: CCE Lead Agencies, Senior Centers, Focal Points, and ARC/ADRC Access Points. Profit Status will also be changed from a text box to a drop down list.
- The Provider List (exportable) report will be available (for inclusion in the area plans).

Phase 3 – Estimated to be completed October 15, 2011

- A new rule will be added to CIRTSS that requires the unit rate or the manual entry of the paid amount for every record in the Services Reported screen.
- The paid amount field in the Services Reported screen will be calculated by CIRTSS and displayed in various reports based on the unit rate and number of units entered.

Phase 4 – Estimated completion date to be determined

- The ability to lock Services Reported records will be added to CIRTSS.

Specific information about the CIRTSS changes have been, and will continue to be, sent to AAA LAN administrators who are responsible for training AAA staff.