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## MEMORANDUM

**TO:** AAA Executive Directors      **NOTICE #:** **052312-1-I-CFAL**

**FROM:** Charles T. Corley, Secretary

**DATE:** May 23, 2012

**SUBJECT:** Notice of Instruction: Important Dates concerning Title III D Program

The purpose of this Notice is to inform you of some important dates and to request information concerning the Title III D program.

Important upcoming dates concerning Title III D program:

- **Thursday, May 31, 2012**
  - Last day to provide D2 services (Medication Management)
  - Ensure all April Request for Payment invoices due to the Department May 30, 2012, have been submitted.
- **Friday, June 1**
  - All D2 services will switch to D1 services
  - Service description **name changes**:
    - Change from “Asunto de Equilibrio” to “Un Asunto de Equilibrio”
    - Change from “Matter of Balance” to “A Matter of Balance”
    - Change from “Medication Management Improvement System” to “HomeMeds”
    - Change from “Spanish Arthritis Self-Management Program” to “Programa de Manejo Personal de la Artritis”
  - Service descriptions to be **deleted**:
    - Medication Management D2 service (both individual and group)
    - Medication Management Improvement System (Individual)
    - Health Risk Screening (Group)
    - Healthy Changes (Group)
    - Healthy Moves for Aging Healthy (Group)
    - Stay Active and Independent for Life (SAIL)
  - Service descriptions to be **added** to D1 service:
    - Medication Management (both Individual and Group)
    - HomeMeds (Individual)
    - Brief Intervention and Treatment for Elders (BRITE) (Individual)
    - Programa de Manejo Personal de la Diabetes (Group)
    - Walk with Ease (Group)

- **Monday, June 4 (by 12:00 p.m.)**
  - Request that all AAAs provide actual amount of unsubmitted Medication Management services that will be requested for payment on the May invoice under D2 service via email to Michele Mulé. This is needed to develop the budget summary page for the contract amendment. The May Request for Payment will be the final time that D2 services can be reimbursed.
- **Friday, June 15**
  - Estimated date for the Title III D Contract Amendments being distributed to the AAAs
- **Monday, July 2**
  - New Programs and Services Handbook with new Title III D service descriptions
  - Estimated date for the execution of the Contract Amendments

Thank you for your continued cooperation. Please contact your contract manager if you have any questions.