



**NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY
ASSISTANCE
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Local Commissioners Memorandum

Section 1

Transmittal:	08-LCM-08 (Revised)
To:	Local District Commissioners
Issuing Division/Office:	Office of Budget, Finance and Data Management
Date:	November 14, 2008
Subject:	NY Connects (formerly Long Term Care Point of Entry Program)
Suggested Distribution:	Accounting Supervisors
Contact Person(s):	Any programmatic questions concerning this release should be directed to: Thea Griffin (518) 474-6096 thea.griffin@ofa.state.ny.us Any fiscal claiming questions should be directed to: Regions 1-4: James Carroll 1-800-343-8859, ext. 4-7549 or (518) 474-7549 James.Carroll@otda.state.ny.us Region 5: Michael Borenstein (631) 854-9704 Michael.Borenstein@otda.state.ny.us Region 6: Marian Borenstein (212) 961-8250 Marian.Borenstein@otda.state.ny.us
Attachments:	Attachment A: NY Connects Allocation Amounts
Attachment Available On – Line:	Yes

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise the local districts and New York City of \$4,619,000 in available State general funds for the continued development of a local point of entry to long term care services under the program name of **NY Connects** that will provide a consumer-centered entry point for information about long term care services. The

name “**NY Connects**” replaces the name “Point of Entry” that the program, described in 06 LCM-12 dated December 20, 2006, was previously labeled. This LCM also provides funding allocations for each social services district, explains how the funds may be used, and describes the planning and claiming requirements.

II. Background

Each jurisdiction submitted applications for the development of a **NY Connects** entity as a result of a joint letter dated May 5, 2006 from the NYS Office for the Aging (NYSOFA) and the NYS Department of Health. Each local entity will provide a consumer-centered entry point for information about long term care and direct consumers to linkages to services that assist individuals of all ages with long term care needs.

III. Program Implications

NY Connects will provide information and assistance to all individuals who need long term care, their caregivers and those planning for future long term care needs, whether it is anticipated that public or private sources of payment will be used.

An infrastructure will be developed to support **NY Connects** operations including staffing, local long term care planning and collaboration through the establishment of a Long Term Care Council (LTCC), and implementation of the following core functions:

Information and Assistance: Comprehensive, objective information and support (as necessary) for individuals and their caregivers / families about all medical, non-medical (e.g., social adult day care, housing) and other community long term care services; institutional services; eligibility criteria, etc., to link them with the opportunities, services and resources available to help meet their particular needs.

Screening: A preliminary evaluation with the consumer and, if appropriate, their caregivers / family, to identify the individual’s general social, medical and financial needs, and available service options and choices to meet these needs.

Public Education: Creation and promotion of ongoing education and awareness campaigns to the public about long term care, including long term care insurance. These activities should be sufficient to educate all residents about the **NY Connects** in their community; along with providing appropriate services, the public education component assists consumers to prepare financially for their long term needs.

Each county has been allocated a specific amount of annual funding. See Attachment A for current allocations. The claiming instructions provided in this LCM are to be used for those expenditures associated with the approved **NY Connects** budget and action plan.

Activities related to Medicaid eligibility, or Medicaid policy and planning should continue to be charged to the applicable Medical Assistance function codes.

IV. Fiscal and Claiming

These State general funds are for expenditures related to the **NY Connects** Program. These funds are available for allowable **NY Connects** costs incurred during the period October 1, 2007 through September 30, 2008.

Reimbursement is available for eligible expenditures at 100% State reimbursement up to the amount of the county's / city's allocation. Until an acceptable method for identifying Medicaid related costs is developed, there are no Federal Medicaid funds to be claimed.

These project expenditures should be identified as F17 functional costs and reported on the Schedule D DSS Administrative Expenses Allocation and Distribution by Function and Program. These costs will carry forward to the Schedule D-17 Distribution of Allocated Costs to Other Reimbursable Programs (LDSS-3274) and be reported in a column labeled as **NY Connects**. These costs will carry forward to the new NYSOFA-07 form. Report these costs in the Administration Costs column on the appropriate lines. There are no available state funds for any associated A-87 costs and A-87 costs are funded at 100% local share.

Coordination with the local Office for the Aging and other **NY Connects** entities:

NYSOFA has developed an electronic form, identified as the NYSOFA-07, which itemizes claims along budget lines, and directed county / city Offices for the Aging (or in some instances, another designated agency) to submit monthly claims / invoices to the local LDSS on this form.

Form NYSOFA-07 will be available on Area Agencies on Aging Resource and Information Network (AAARIN) for download. A copy of this tool can also be obtained by sending an electronic request to: nyconnectsclaiming@ofa.state.ny.us.

To receive reimbursement for **NY Connects** expenditures for Program Year 2 (2007-2008), the LDSS must submit an electronic copy of Form NYSOFA-07 on a monthly basis to NYSOFA at the same address:

nyconnectsclaiming@ofa.state.ny.us.

The LDSS will forward an original signed Form 3922 (page 2 of 2 of the NYSOFA-07) to:

Arthur Clark or John Lontrato
NY Connects
New York State Office for the Aging
2 Empire State Plaza, 3rd Floor
Albany, New York 12223-1251

The LDSS will not forward any information directly to OTDA. NYSOFA will authorize payments under the **NY Connects** contracts and submit a request for payment to OTDA asking OTDA to process a bottom line adjustment in the amount authorized by NYSOFA. Any requests will be combined to a quarterly total and be applied to the quarterly RF2/2A settlement.

Expenditures must be incurred by September 30, 2008 and final claims must be submitted no later than November 30, 2008.

NYSOFA will be providing separate instructions for programmatic reporting and will be authorizing payments under the **NY Connects** contracts. It is anticipated that funding for **NY Connects** will continue through 2011.

Issued By:

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Division/Office: Office of Budget, Finance and Data Management