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## Local Commissioners Memorandum

### Section 1

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| <b>Transmittal:</b>                    | 09-LCM-06  |
| <b>To:</b>                             | Local District Commissioners   |
| <b>Issuing Division/Office:</b>        | Office of Budget, Finance and Data Management  |
| <b>Date:</b>                           | June 16, 2009  |
| <b>Subject:</b>                        | <b>NY Connects</b> (formerly Long Term Care Point of Entry) Program Year 3   |
| <b>Suggested Distribution:</b>         | Accounting Supervisors   |
| <b>Contact Person(s):</b>              | Any programmatic questions concerning this release should be directed to:<br>Thea Griffin, (518) 474-6096, <a href="mailto:thea.griffin@ofa.state.ny.us">thea.griffin@ofa.state.ny.us</a><br><br>Any fiscal claiming questions should be directed to:<br>Arthur Clark, (518) 486-2474, <a href="mailto:arthur.clark@ofa.state.ny.us">arthur.clark@ofa.state.ny.us</a><br>or<br>John Lontrato, (518) 474-5060, <a href="mailto:john.lontrato@ofa.state.ny.us">john.lontrato@ofa.state.ny.us</a> |
| <b>Attachments:</b>                    | Attachment A: <b>NY Connects</b> Allocation Amounts  |
| <b>Attachment Available On – Line:</b> | Yes  |

### Section 2

#### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise the local districts of \$4,907,000 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 PY3** that will provide a consumer-centered entry point for information and assistance about long-term care services. 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 and assistance 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 PY3** 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 PY3** 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 PY3** 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 PY3** 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 **NY Connects** Program Year 3. These funds are available for allowable **NY Connects PY 3** costs incurred during the period October 1, 2008 through September 30, 2009.

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 **NY Connects PY3**. These costs will carry forward to the 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. A-87 costs are funded at 100% local share.

#### Coordination with the local Office for the Aging and other **NY Connects PY3** 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 for Area Agencies on the 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](mailto:nyconnectsclaiming@ofa.state.ny.us).

To receive reimbursement for **NY Connects** expenditures for Program Year 3 (2008-2009), 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](mailto: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 PY 3**  
New York State Office for the Aging  
2 Empire State Plaza, 3<sup>rd</sup> Floor  
Albany, New York 12223-1251

**The LDSS will not forward any NY Connects claiming information directly to OTDA.** NYSOFA will authorize payments under the **NY Connects PY 3** 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 for this contract period must be incurred by September 30, 2009 and final claims must be submitted no later than November 30, 2009.

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

**Issued By:**

**Name:** Michael Normile  
**Title:** Director  
**Division/Office:** Office of Budget, Finance and Data Management