



Wyoming
Department
of Health

Provider Calls / Program Training 2021

Aging Division Community Living Section



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Welcome

Purpose

- To inform and educate
- Updates on anticipated changes to programs
- Review common reporting errors
- Allow for open conversations with providers



Objectives

- **Discuss A&D and fiscal reporting changes caused by flexibilities with COVID 19.**
 - Title III-B
 - Title III-C1 and C2
 - Title III-E
- **Discuss the importance of WellSky accuracy.**
 - Importance of data accuracy
 - Creating A&D manual for assisting with training of staff
 - OAAPS
- **Discuss recent Quality Assurance Trends.**
 - 59 and Younger
 - Test Meals
 - Proper use of Title III funds



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Title III-B Services



Betty Sones
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Title III-B Treds

- Non-federal Match Requirement Calculation for the 15% (State and Provider combined match)
- Current state match rate is at 6.327 percent (.06327)
- The total of your requested monthly reimbursement is \$2,500.00 (not the total expenditure amount)
- $\$2,500.00 / .06327 = \158.18 State reimbursement amount
- $\$2,500.00 - \$158.18 = 2,341.82$ Federal reimbursement amount
- WSSB, Local Cash, and Other sources of funding including In-Kind, are your required match
- The sum of the above is the Total Expenditure amount
- Your Profit and Loss statement should reflect the same amount as the total expenditures on your monthly invoices



III-B Summary

- **Title III-B Monthly Invoice**

Matching fund required

Submit with a matching Profit & Loss Statement, and

A & D report for the reporting month

Provide a three month summary of quarterly Profit and Loss Statement with the quarterly Financial Report.

- **CARE ACT SSC3 III-B Invoice**

No matching fund required

Submit with a Profit and Loss Statement with a separate budget string, and

A & D report for the reporting month

Quarterly reports are not required for CARES Act SSC3 Funds



III-B Trends

III-B Adaptive services and Transitional Services Reporting for A&D data Entry

**COVID III-B Information & Assistance, and
Transportation Services**

Vs.

Regular III-B Services

Services may include the following for A & D reporting:

- Health services
- Socialization
- Support services
- Transportation



Legal Services Developer Program

Legal Aid of Wyoming, Inc.

www.lawwyoming.org

1-877-432-9955 Toll Free

- Casper: (307) 232-9827, (307) 232-9830 fax 159 N. Wolcott St. Ste. 100, Casper 82601
- Cheyenne: (307) 432-0807, (307) 432-0808 fax, 1920 Thomes Ave. Cheyenne 82001
- Cody: (307) 459-5757, (307) 333-0624 fax, 1501 Stampede Ave., Ste. 3212, Cody 82414
- Gillette: (307) 459-5765, (307) 333-0451 fax, 400 S. Kendrick, Ste. 304, Gillette 82716
- Lander: (307) 332-3517, (307) 332-3544 fax, 420 Lincoln St. Lander 82520

Legal Services Program Services

- **Civil services provided by Legal Services:**
 - Bankruptcy
 - Adult Guardianship
 - Conservatorship
 - Will and Advance Directives
 - Powers of Attorney
 - Employment and Housing Discrimination



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Title III-C Nutrition Programs



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III-C Trends

- State match rate calculation
 - FFY2021 match rate is .052037
 - [Spreadsheet](#)
- Normal grant funds (FFY2021 contract)
 - Reimbursement by meals, not expenses
- If you open for congregate meals, you don't have to stop providing takeout and delivered meals to C1 participants
 - One participant can have all 3 meal services in one month



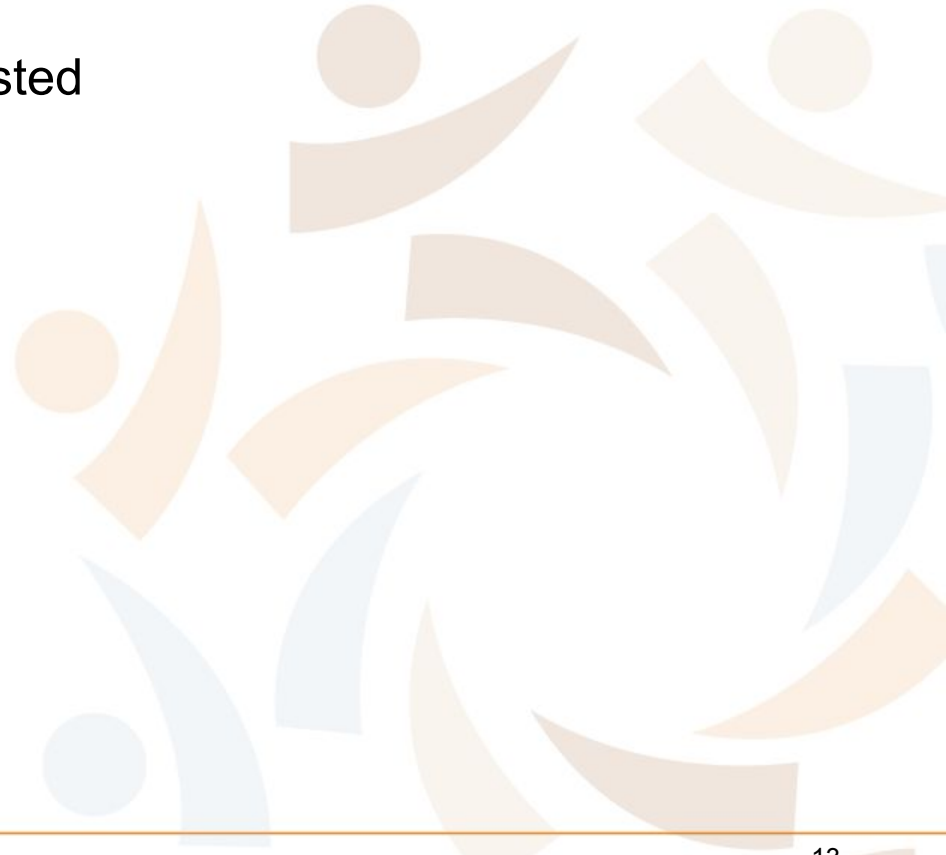
III-C COVID Trends

- Only congregate meals can be reimbursed from C1 funding
- Takeout and delivered meals can only be reimbursed from C2 funding
- Ability to transfer 100% of funds from C1 to C2
- Ability to transfer NSIP funds between C1 and C2
- The meal follows the program, not the funding
 - Congregate meals = C1 Congregate Meals (A&D)
 - Takeout meals = COVID 19 Takeout Meals (A&D)
 - C1 Delivered Meals = COVID 19 Delivery (A&D)
 - Home Delivered Meals = C2 COVID or Home Delivered (A&D)



III-C COVID Trends

- HDC5 Funding Opportunity
 - Detailed applications
 - Justification for each expense listed
 - Professional language





III-C Policy Updates

- Title III-C1 and C2 Policies & Procedures are currently being updated
 - Planned to be published and in effect by April 1st
 - **Nutrition training- March 18th**
 - Meal planning policy
 - Analysis vs. meal pattern option
 - Working with WASPD to provide shared menu/recipe resource



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Title III-E



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III-E CARES Act Updates

- CARES Act money needs to be spent by 09/30/2021.
- No match for CARES Act money.
- Submit CARES Act Monthly Invoice for 2020 Stipend Processing Fee as soon as possible.
- Will another Caregiver/ORC Stipend happen in 2021?

III-E Updates & Reminders

New III-E Providers:

- Buffalo Senior Center, Inc. ~ Older Relative Caregiver (ORC) Provider
- Crook County Senior Services, Inc. ~ Caregiver Provider

Title III-E Policy and Procedures for ORC and Caregiver:

- Will be updated and effective April 1, 2021.

A&D Reminders:

- Remember to always do the Caregiver/ORC relationship to the loved one(s) on the Details screen and Service Delivery. Service Delivery Type should always say “to Caregiver” not Standard.



III-E Reminders & Financial

A&D Reminders continued:

•Run the CLS Reports created for Older Relative Caregiver and

Caregiver Programs:

- Monthly
- Aggregate
- Quarterly
- Year End

Financial Reminder for Monthly Invoices and Quarterly Financial Reports:

- Submit your regular P&L
- Submit you 5 Service Category P&L



Title III-E

- Remember to check and document PERS (Personal Emergency Response Systems) monthly to make sure they are working correctly.
- Remember to use CLS Caregiver and/or ORC forms.
- Remember if it wasn't documented it didn't happen.



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Wyoming Home Services Program (WyHS)



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WyHS and June 30, 2021

- Do you have a plan for your WyHS eligible participants who are currently on the program?
- Finding other resources in your community.
- Found funding to continue to provide one or two services to Wyomingites in your community.
- Possibly switching WyHS eligible participants to the Caregiver program if you are Caregiver Provider.
 - Contact CLS if you are interested in becoming a Caregiver provider



WyHS

- Remember to check and document PERS (Personal Emergency Response Systems) monthly to make sure they are working correctly.
- Remember to use CLS WyHS forms.
- WyHS Provider's will have a review of documentation and financial documents this year.
- Remember if it wasn't documented it didn't happen.



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WellSky A&D (Aging & Disability) Data Management System

*Aging Division
Community Living Section*





WellSky A&D (Aging & Disability)

Information from A&D is used by the:

- **Aging Division, for:**
 - Quality Assurance
 - Provision of information to the Legislature and other interested parties
 - Budgeting and management of funds
 - Other statistical, fiscal, and management information

- **Federal Government, for:**
 - Validation of funding and services through ACL



WellSky A&D - The Importance of Data Accuracy

Without good accurate information we are unable to get the figures that we need to apply for the federal grant. It is vital to keep your computer system up to date so you can use A&D.

Most of the calls we get are technological fixes, maintenance around Silverlight and Internet Explorer trusted sites. See the portal page for information checklists on what system updates you need to be initiating to avoid problems getting into A&D. If you need assistance with this please call CLS. Easier to be proactive and get it done correctly.

It is also important to keep the data up to date, and on time, to ensure smooth flowing of funds and services.



WellSky A&D - Provider Training Resources

It is advisable to create documents that outline clearly for new A&D users and more established A&D users the intricacies of what your provider does in terms of care plans, service plans and roster administration, i.e.;

- 1) Title IIIB - does your organization use Care Plans/Service Plans
- 2) Rosters - does your organization use Sites

Documents like these can help the provider to conduct training with new A&D users and hold that information ready to update for each provider per developments and emails back and forth over the normal duration of the FFY.

This is an advisory recommendation at this point and is not a mandate for extra information.



WellSky A&D (Aging & Disability) Summary

- This does not supercede A&D training with Jeanne Scheneman and Mark Kelly, and if you require more in depth information contact the Aging Division to set up a training session.
- Subscribe to <https://adtrust.wellsky.com/> for updates on system wide issues and when they are resolved from the centralized WellSky offices.



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Quality Assurance (QA)



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QA Trends

- There are a number of centers not accomplishing a monthly home delivered test meal temperature check. It must be accomplished at least one time per month. The meal will be reimbursed as part of the III-C2 program if entered into A&D
- Some centers have been using the food distributors to purchase foods for personal use. The purchases have been made using Title III funds and then reimbursed to the centers by personal checks. This is not allowed. Any personal purchase must be completely SEPARATE from any Title III or state funds.
- 59 and younger reports: This is an eligibility check for our programs. Reference Policy and Procedures manuals to ensure participants are eligible for each program.



QA Trends (cont)

- A number of III-E/WyHS providers notes have been lacking. Some have been “the person was fine” There needs to be more information in the notes. “The person was fine. I cleaned the dishes, shower and took out the garbage, ect.”
- Some III-E/WyHS providers have been entering hours from the 15th to the 15th of the month. The numbers MUST be from the beginning of the month until the end of the month. Additionally, ensure the numbers on the task sheets match what is entered into A&D.



QA Summary

- **Home delivered Test meal**
- **Personal purchases using Title III or state funds and then reimbursing by personal check**
- **III-E/WyHS notes**
- **III-E/WyHS numbers**
- **III-E/WyHS PERS need to be checked monthly and documented.**



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Contact Us

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