



Wyoming
Department
of Health

Provider Calls / Program Training 2021

Aging Division Community Living Section



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Objectives

- **Discuss A&D and fiscal reporting for Title III programs.**
 - Title III-B
 - Title III-C1 and C2
 - Title III-E
- **WellSky - Checking for missing data.**
 - How to check for missing data in your organization.
 - ADL/IADL
 - Poverty status
 - How to make improvements in capturing complete data.
- **Discuss Quality Assurance Updates.**
 - Certificates of good standing
 - SAM Registrations



Updates From Jeff

- American Rescue Plan - Newly passed legislation will include funding for Title III programs
 - III-B - Support for vaccination outreach and coordination. Strong focus on social isolation mitigation.
- Joy for All electronic pets
- Senior iPad Program



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Title III-B Services



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III-B Summary

- **Title III-B Monthly Invoice**

Matching fund required

Submit with a matching Profit & Loss Statement, and
An A & D report for the reporting month

Quarterly Program and Financial Reports required

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

CARE ACT SSC3 funds must be expended by 9/30/2021

No matching fund required

Submit with a Profit and Loss Statement with a separate budget string, and
an A & D report for the reporting month

Quarterly reports are not required for CARES Act SSC3 Funds



Title III-B Trends

III-B Monthly and Quarterly Reports

The monthly and quarterly A & D reports contains both COVID and Regular III-B Reports

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

Services may include the following for A & D reporting:

 - Health services
 - Socialization
 - Support services
 - Transportation

**** Only News Letter is in aggregate counts**



Report Checklist A&D

Title III & Wyoming Home Services Program (WyHS) A&D Report Listing for SFY 2021 and FFY2021

Title III C1 Reports:

1. Services – Agency Summary Report: 2021 MONTHLY C1 – Unduplicated Count, run monthly for the monthly financial invoices.
2. Services – Agency Summary Report: 2021 Quarterly C1 – Unduplicated count by Care Program = run for the 1st, 2nd, 3rd, and 4th Quarters for the Financial Report's Quarterly numbers.

The A&D Reports must be emailed in with the IIC2 2nd, 3rd, and 4th Quarter Financial Reports.
3. Services – Agency Summary Report: 2021 C1 YTD - Unduplicated count by Care Program = C1 Year To Date totals for Congregate Meals, Clients, Nutrition Education, and Nutrition Counseling, you run 2nd, 3rd, and 4th Quarters for the Financial Report's YTD numbers.

Title III C2 Reports:

1. Services – Agency Summary Report: 2021 MONTHLY C2 – Unduplicated Count, run monthly for the monthly financial invoices.

III-D Program Trends

Title III-D Program Training and Start Dates

Participants must complete the enrollment processes with Preventive Health, Injury Prevention Program and Aging Division to be qualified for reimbursement

- **Matter of Balance and Taichi for Arthritis Training**
 - Central Wyoming Senior Center, Casper 6/14 and 6/15
 - Cody Hospital, Cody 6/17 & 6/18
- **Bingocice**
 - Tentative starting start date - sometime this summer TBA
 - Only accept 10 participants (first come first serve)
 - Contact Information - Jeff.Grant@Wyo.Gov Phone : (307)777-2424



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Title III-C Nutrition Programs



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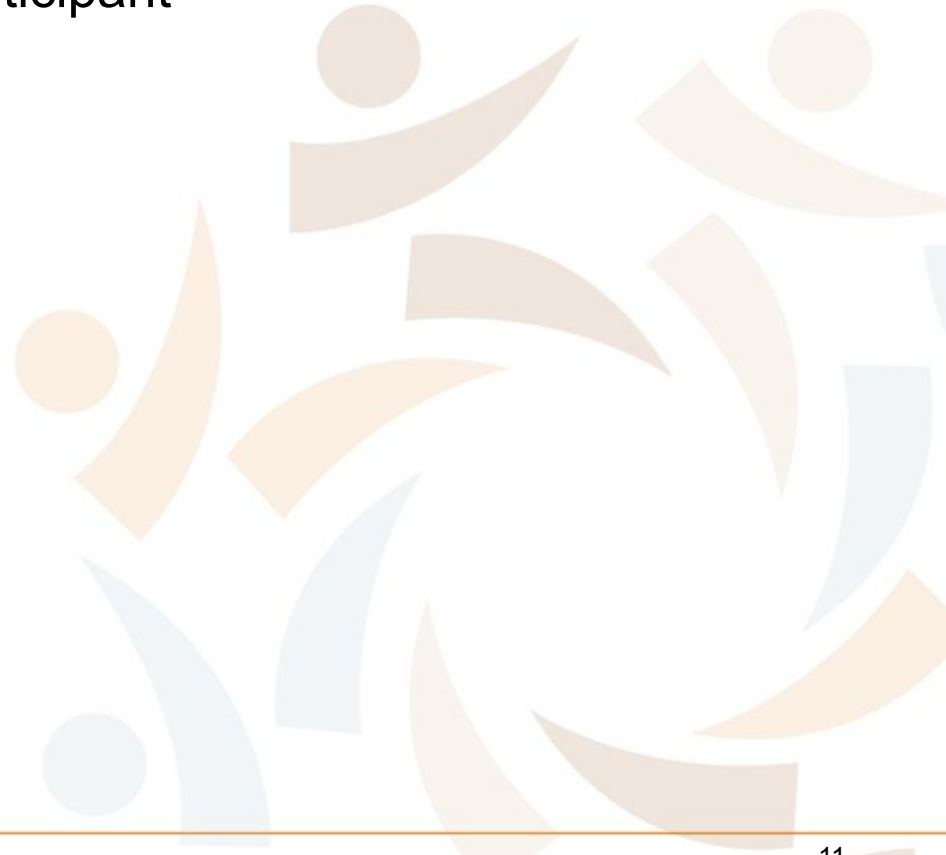
III-C Trends

- State match rate calculation
 - FFY2021 match rate is .052037
 - [Spreadsheet](#)
- 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 Trends

- Nutrition education units
 - one unit = one session per participant





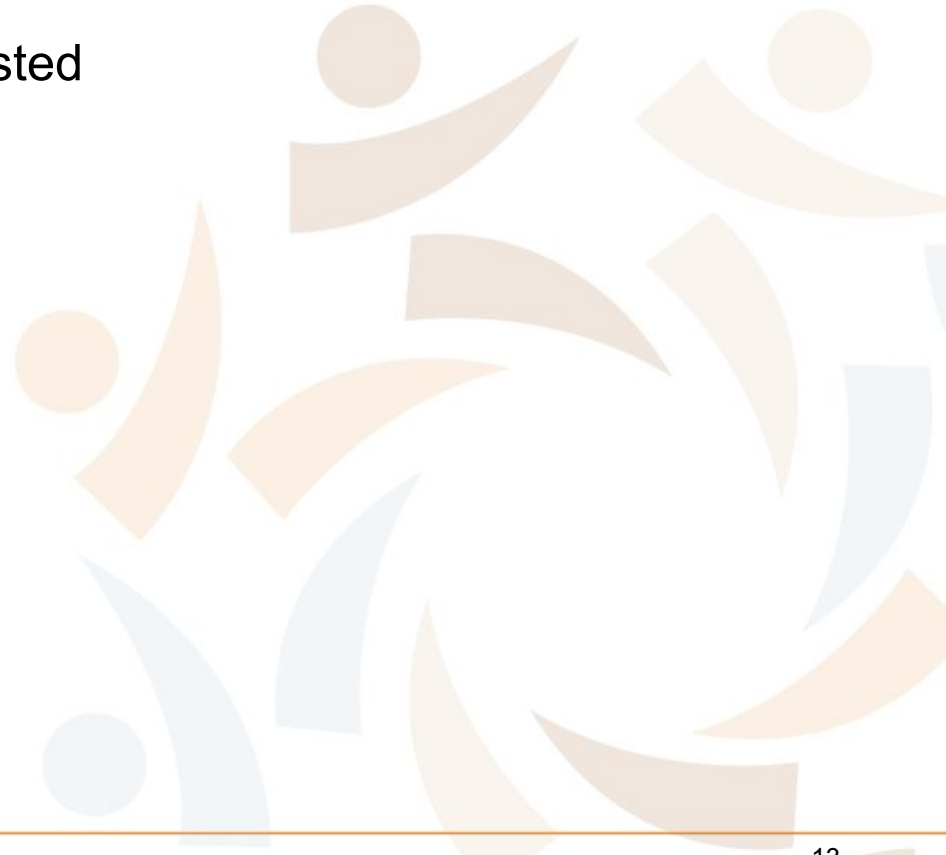
III-C COVID Trends

- 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





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III-C Policy Updates

- [Title III-C1 and C2 Policies & Procedures are currently being updated](#)
 - Published and effective April 1st
 - Meal planning policy
 - Analysis vs. meal pattern option
- Nutrition Analysis program



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Title III-E



Jeanne Scheneman
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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.
- CARES Act Stipend for 2021 ~
 - 1) ORC/Caregivers who receive services between 01/01/2021 thru 03/31/2021.
 - 2) Appointments will be scheduled to confirm ORC/Caregivers.
 - 3) Once date is confirmed grantee and Jeanne will confirm ORC(s)/Caregivers(s).
 - 4) Once the ORC(s)/Caregiver(s) are confirmed a document with the ORC(s)/Caregiver(s) name(s) will be emailed to the Director for her/his signature. The Director will need to email back the signed document.
 - 5) Stipend payments will be processed.



III-E Updates & Reminders

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 Financial Reminders

Financial Reminder for Monthly Invoices and Quarterly Financial Reports:

- Submit your regular P&L
- Submit you 5 Service Category P&L
- If Program Income is reported on your P&L then Program Income must be reported on the Title IIIE Monthly Invoice.
- If Program Income is report on the Title IIIE Monthly Invoice then Program Income must be reported on the P&L.
- All Program Income reported must be expended.
- Total Expenses reported on your Title IIIE Monthly Invoice must match your P&L, unless you report your In-Kind on your P&L then I will subtract the In-Kind out.

CARES Act Funding is not reported on Title IIIE Quarterly Reports



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



Check on Data

With the introduction of the new OAAPS federal reporting system there has been a shift in what the government see as important demographic and daily living data to capture.

This, in its turn, needs to be reflected in an increased capturing campaign of the following data points (this is not an exhaustive list) and all other requested AGNES data to ensure Wyoming has stronger data sets in the future.

<i>Demographics</i>	<i>Living Data</i>
Poverty	ADL's
Gender	IADL's

OAAPS Data Submission Examples (1)

The example on the right shows how the new OAAPS records Older Adults receiving particular services you deliver (they call it Cluster 1), and the inclusion of Poverty & ADL's and IADL's.

Consumer Summary - Persons Receiving Registered Services (Clusters 1)

All fields are required

Total unduplicated persons served

Age Distribution

	Total	At or Below Poverty	ADL 3+	IADL 3+
Below 60	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
60-64	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
65-74	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
75-84	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
85 and above	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Age missing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Persons Served	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



OAAPS Data Submission Examples (2)

	Total	At or Below Poverty	ADL 3+	IADL 3+
Female	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Male	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender missing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Persons Served	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The example on the left shows how the new OAAPS records Older Adults receiving particular services you deliver (they call it Cluster 1), and the inclusion of Gender & ADL's and IADL's.

More information on these and further changes will follow soon.



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Quality Assurance (QA)



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QA Trends

- Centers Certificates of Good Standing- we at CLS have been able to pull all of the Certificates in October for everyone. This is the new way ahead (one less thing for you to do). If I can not get the Certificates I will call you and let you know.
- 59 and younger - there are some centers who are putting services for III-B for 59 and younger folks. **Remember this is only for III-C**
 - Centers have the ability to pull the 59 and younger report



QA Trends

- SAM registration is **FREE. FREE. FREE. FREE. FREE. FREE.**
- SAM registration-(think Uncle SAM) This is how you are able to receive funds from the Federal Government. It is **NOT** our WellSky database now called A&D.
- Centers should create a how to guide for updating, in the event the Director has changed. CLS cannot do anything to update for you. Several New Directors have had issues with this. Laura Pope in Cokeville and Powell Srn Center are the most recent.
- You will receive an email from Scott or Jeanne telling you your SAM registration will expire the next month.
- SAM registration is **FREE. FREE. FREE. FREE. FREE. FREE.**



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Contact Us

health.wyo.gov/aging/communityliving/providerresources/trainings/

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