Wyoming Department of Health

Provider Calls / Program Training 2022

Aging Division
Community Living Section

Hathaway Building
2300 Capitol Avenue, 4th Floor
Cheyenne, WY 82002
Main Office: (307) 777-7995
Toll Free: (800) 442-2766
Fax: (307) 777-5340

Website: health.wyo.gov/aging
Social Media: facebook.com/agingdivision

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Objectives

- Special Guest: Caitlin Shepherd - Wish of a Lifetime

- Notes from Jeff
  - Staffing updates
  - Year-end reporting reminders

- Program Manager Updates
  - Enrollment forms
  - NSIP payments
  - Final invoices
  - Invoice changes in FFY23
  - ERAP-HSS updates for FFY2023
  - WSSB Payments/Quarterlies
  - Affirmation of Audit

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Special Guest - Caitlin Shepherd

WISH OF A LIFETIME FROM AARP

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Notes from Jeff

Aging Division Updates

Staffing Update:

- **Maraia Rubin - New Health Program Specialist**
  - ERAP-HSS program manager
  - A&D support
  - maraia.rubin@wyo.gov, 307-777-7988

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Notes from Jeff

Year-end Reporting Reminders:

- **A&D data, September Invoice, 4th Quarter P&L, & YTD P&L due by 10/15/22.**
  - 4th quarter fiscal report - Completed by CLS program manager, but will require subrecipient signature.

Important to CLS because:

- HealthStat reporting - This report goes to the State Legislature and illustrates the program expenses and the number of individual in Wyoming served. (Due for CLS on Nov 15th)
- OAAPS Report - This report goes to the Administration for Community Living (ACL) and is compiled and compared to other states and ultimately reported to Congress.
  (Due for CLS on Jan 31st)

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Title III-B Support Services Program

Betty Sones
Program Manager
(307) 777-6321
Betty.Sones@wyo.gov

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Title III-B Program Update

- The time for the Year-end or 4th Quarter Title III-B Quarterly Financial and Program Reporting are approaching.

- In addition to the monthly P&L as you have been submitting each month, please provide a Quarterly and Year-to-Date P&L with your September Invoice.

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Title III-D

Betty Sones
Program Manager
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III-D Program Update

FFY 2023 Title III-D Program

Starting October 1st, 2022, current and active Title III-D providers must complete the FFY 2023 enrollment form before providing services and to be qualified for reimbursement.

Program Trainer must submit a current license/certification with each of FFY 2023 Title III-D program Enrollment Forms.

There are separate enrollment and reimbursement forms for each of the following Title III-D Programs for FFY 2023.

- **Taichi for Arthritis, and**
- **Bingocize**

These forms will be posted on the Aging Division website for your convenience. https://health.wyo.gov/aging/communityliving/older-americans-act-programs/dphp/

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III-D Program Trends

Title III-D Program Reimbursement Form

- *An A&D report for Title III-D activities, for the reporting periods, must accompanying the Reimbursement Form to CLS for payment.*
- *Providers who have questions regarding how to create a III-D Program roster for A&D data entry should contact Jeanne Scheneman for assistance.*
- *Reimbursement for classes/sessions overlapping from one fiscal year to another will be paid in a prorated basis.*

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Title III-C Program

Title III-C

Lori Ruess
Program Manager
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loralee.ruess@wyo.gov

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Title III-C Program

- **The final NSIP payments were made on Sept 14th**
  - **I have sent each of you an email providing the amounts**

- **HDC5 funds- Reminder for the year end invoices by Sept 30th**

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Title III-C Program

Invoicing in FFY23

- **New invoice starting in NOV for OCT services, the meal counts will still be required via the A&D reports. However, will not influence the exact amount of reimbursement.**
  - **More like your IIIB reimbursements**
  - **Your organization can request any amount that you had expenses for up to the contract amount**
  - **Important to remember- your organization still remains responsible to provide service for the full 12 months**

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Title III E

Jeanne Scheneman
Program Manager
(307) 777-8566
jeanne.scheneman@wyo.gov

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Title III-E Program Update

4th Quarter ~~ Match

We are in the last month of FFY2022 4th Quarter for Title IIIE ~~

Gentle reminder to check your match

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WyHS

Jeanne Scheneman
Program Manager
(307) 777-8566
jeanne.scheneman@wyo.gov

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WyHS Updates

Means Testing in SFY23 -

- The goal is to have providers begin to collect financial information from clients starting July 14, 2022.
- Not all clients will need to be assess immediately, this can happen over time.
- Meetings regarding the:
  - Means Testing Form ~ fine tuning it
  - Draft Service Plan ~ fine tuning it
  - Comments from Directors, ACC, and A&D Personnel

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2022 ACC Training

ACC Trainings are complete.

Thank you for your emails regarding the Service Plan and the Means Testing Form.

CLS is gathering the information, will review it, then have a meeting to discuss revisions.

Date of discussion probably last week of September 2022 or first week of October 2022.

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WellSky Aging & Disability

If you get a new desktop and/or laptop you will need to do this.
ADVISORY: Please update your browser to Microsoft Edge

Microsoft Internet Explorer will no longer be supported by Microsoft after June 15. **Microsoft Edge** is Microsoft's latest browser and can be configured to run WellSky Aging & Disability. Please follow these instructions to begin using Microsoft Edge as soon as possible.

- Instructions to configure your PC for Microsoft Edge
- Video: Configuring your PC for Microsoft Edge
- Check your success in edge by typing in the search bar and checking for a list of trusted websites to appear. If it does not, you need the download the .bat file … edge://compat/enterprise

If you are having trouble, please call:

WellSky's Edge Hotline: 802-491-8367

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WellSky Aging & Disability

Please remember:

a) Nutrition Education for Title III C1, C2, and Take Out Meals is an Aggregate entry.

b) Title IIIB Article (newsletter) and Social Media is an Aggregate entry.

c) No AGNES C1 is an Aggregate entry.

d) Test Meal is an Aggregate entry.

Also remember most of Title IIIB services are not hourly i.e. Information and Assistance. Please review Title IIIB P&P's Schedule C.

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EMERGENCY RENTAL ASSISTANCE (ERAP) PROGRAM

PROVIDING HOUSING STABILITY SERVICES FOR SENIORS & INDIVIDUALS WITH DISABILITIES

Seniors and individuals with disabilities may require specialized services to support their ability to access and maintain housing. The Wyoming Department of Health's Aging Division is administering ERAP funding for Housing Stability Services.

ERAP - Housing Stability Services (ERAP-HSS)

EMERGENCY RENTAL ASSISTANCE PROGRAM
HOUSING STABILITY SERVICES
APPLY HERE

Maraia Rubin
Program Manager
(307) 777-7988
maraia.rubin@wyo.gov

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ERAP Update

The Wyoming Department of Family Services has extended its agreement with the Aging Division to administer Housing Stability Services to qualifying individuals through September 2025!

- New agreements will be sent to existing subrecipients beginning on Friday. (No need to re-apply)
- Applications remain open to become a subrecipient to provide services to clients. Please fill in the google form and read other documents such a policy documents that will be updated and uploaded to the website soon:
  - Applications are now open https://health.wyo.gov/aging/communityliving/emergency-rental-assistance-program-erap-hss/
  - Seeking one or more providers in the following countries:
    - Big Horn, Campbell, Carbon, Crook, Fremont, Hot Springs, Johnson, Lincoln, Niobrara, Platte, Sublette, Teton, Uinta, Washakie, Weston

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Quality Assurance

Scott Hood
Program Manager
(307) 777-6102
gary.hood@wyo.gov

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QA-Update

WSSB payments

-Reminder the monthly WSSB payments are sent to the WDH payment email.

-QUARTERLIES will go to your board representative

-Affirmation of Audit will be sent out October or November, please complete and return once complete

-SAM.gov-remember when you get the email about registering for SAM.gov, if you do not renew your payments will be held until you register again.

Wyoming Department of Health

Contact Us

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

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