

## NEW YORK STATE OFFICE FOR THE AGING

2 Empire State Plaza, Albany, NY 12223-1251

Andrew M. Cuomo, Governor

An Equal Opportunity Employer

Greg Olsen, Acting Director

### PROGRAM INSTRUCTION

**Number 19-PI-21**

**Supersedes 18-PI-19**

**Expiration Date**

**DATE:** September 27, 2019

**TO:** Area Agency on Aging (AAA) Directors, Health Insurance Information, Counseling and Assistance Program (HIICAP) Coordinators, and NY Connects Coordinators.

**SUBJECT:** Reporting Instructions for the Health Insurance Information, Counseling and Assistance Program (HIICAP), Medicare Improvements for Patients and Provider Act (MIPPA) and the Fully Integrated Duals Advantage (FIDA) Program.

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**PURPOSE:** To provide reporting and data entry guidance for the Health Insurance Information, Counseling and Assistance Program (HIICAP), Medicare Improvements for Patients and Provider Act (MIPPA) and the Fully Integrated Duals Advantage (FIDA) Program.

**BACKGROUND:** On September 1, 2018, NYSOFA instructed Area Agency on Aging (AAA) Directors, NY Connects and HIICAP Coordinators to report all HIICAP, MIPPA and FIDA data directly into the federal web-based SHIP Tracking and Reporting System (STARS). This request was due to the numerous steps necessary to support an Application Programming Interface (API) model upgrade within the Statewide Client Data System. API is a system-to-system connection used when reporting from a proprietary system.

**Update:** The API model is now supported in the Statewide Client Data System and reporting into the HIICAP workflow path is once again an available option.

**ACTION REQUESTED:** This Program Instruction requires that all HIICAP, MIPPA and FIDA data be submitted in a timely and accurate fashion. AAA Directors and HIICAP, MIPPA and FIDA Coordinators should consider the two options provided below and select which method will be used to comply with the data collection and reporting requirements in each of the applicable program areas (i.e. HIICAP, MIPPA and/or FIDA).

Option 1: Directly into the federal web-based STARS.

Option 2: Through the Statewide Client Data System that utilizes the API model to schedule and automatically upload data from the proprietary system to STARS.

### **Considerations**

Option 1: Reporting directly into the federal web-based STARS:

- A. Reporting frequency and practices: HIICAP data should be reported in a consistent and timely manner. For those entering data directly into the federal STARS reporting system please follow the Administration for Community Living (ACL) reporting requirements.

<b>Date Monthly Effort occurred</b>	<b>Data Entry Due Dates for Efforts</b>
<b>April</b>	<b>May 31</b>
<b>May</b>	<b>June 30</b>
<b>June</b>	<b>July 31</b>
<b>July</b>	<b>August 31</b>
<b>August</b>	<b>September 30</b>
<b>September</b>	<b>October 31</b>
<b>October</b>	<b>November 30</b>
<b>November</b>	<b>December 31</b>
<b>December</b>	<b>January 31</b>
<b>January</b>	<b>February 28</b>
<b>February</b>	<b>March 31</b>
<b>March</b>	<b>April 30</b>

- B. If determined that your HIICAP, MIPPA and FIDA data will be directly entered in STARS, your agency will also have the responsibility to enter service units for **Beneficiary Contacts, Group Outreach and Education, and Media Outreach and Education.** Service units are entered in NYSOFA Statewide Client Data System for meeting the Consolidated Area Agency Reporting System (CAARS) Quarterly reporting requirements.

HIICAP, MIPPA and FIDA Coordinators should discuss CAARS reporting responsibilities with their AAA Directors to develop a plan for meeting these requirements.

For assistance on using the Statewide Client Data System to record any service units for CAARS reporting, please consult your local PeerPlace Champion.

Option 2: Reporting through the Statewide Client Data System that utilizes an API model to schedule and automatically upload data from the proprietary system to STARS:

- A. Currently the API endpoint will not accept the following data elements:
- SHIP Team Member Profiles (to be created by NYS HIICAP staff only)
  - File Attachments
  - Content updates

Therefore, while all client contact data entered in the Statewide Client Data System will be uploaded into STARS through the API process, all data associated with SHIP Team Member Profiles, File Attachments, and Content Updates need to be directly entered in STARS.

- B. In addition to the SHIP Team Member Profiles, File Attachments, and Content Updates, the API endpoints do not currently accept:
- Beneficiary (Client Contact) Additional Session
  - Group Additional Team Members (Presenters)
  - Media Additional Team Members (Presenters)
  - SHIP Team Member Activity

Therefore, these elements must also be directly entered in STARS. Work is underway between the Statewide Client Data System vendor and the STARS vendor to allow for these data elements to upload through the API process. It is anticipated this will be available soon. Over the next several months NYSOFA will continue to work with its Statewide Client Data System vendor to provide updated information and guidance on reporting through API submission.

C. Reporting frequency and practices: Data should be entered, processed and pre-validated in the NYSOFA Client Data System through the STARS queue in real- time. This is imperative for monthly API submission to transfer all records.

**PROGRAMS AFFECTED:**

<input type="checkbox"/> Title III-B	<input type="checkbox"/> Title III-C-1	<input type="checkbox"/> Title III-C-2
<input type="checkbox"/> Title III-D	<input type="checkbox"/> Title III-E	<input type="checkbox"/> CSE
<input type="checkbox"/> WIN	<input type="checkbox"/> Energy	
<input type="checkbox"/> EISEP	<input type="checkbox"/> NSIP	<input type="checkbox"/> Title V
<input checked="" type="checkbox"/> HIICAP	<input type="checkbox"/> LTCOP	
<input checked="" type="checkbox"/> NY Connects	<input checked="" type="checkbox"/> Other: FIDA (where applicable)	

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