

**NEW YORK STATE OFFICE FOR THE AGING**

2 Empire State Plaza, Albany, NY 12223-1251

Andrew Cuomo, Governor

Greg Olsen, Acting Director

An Equal Opportunity Employer

**PROGRAM INSTRUCTION**

**Number 11-PI-18**

**Supersedes**

**Expiration Date**

**DATE:** September 30, 2011

**TO:** Area Agency on Aging (AAA) Directors

HIICAP Coordinators

**SUBJECT:** Medicare Improvements for Patients and Providers Act for Beneficiary Outreach and Assistance (MIPPA) application for SHIP/ADRC funding for Year 2.

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**ACTION REQUESTED:**

To apply for MIPPA Funding for the period September 30, 2011 to September 29, 2012, AAA's must complete the attached application (Attachment 1) for funding and submit it to NYSOFA along with the required line item budget.

**RESPONSE DUE DATE:**

Applications must be received by NYSOFA, via hard copy or email, by October 28, 2011. Two original hard copy signature pages (page 1 of the application) must be sent

by regular mail. Applications should be sent to:

Stacey Agnello

NY Connects Program

New York State Office for the Aging

Two Empire State Plaza, 4<sup>th</sup> Floor

Albany, NY 12223-1251

[Stacey.Agnello@ofa.state.ny.us](mailto:Stacey.Agnello@ofa.state.ny.us)

**PURPOSE:**

On July 15, 2008, The Medicare Improvements for Patients and Providers Act of 2008 (MIPPA) was approved by Congress and became law. Section 119 of this legislation provides for beneficiary outreach and includes funding for State Health Insurance Programs (SHIP's), State Units on Aging, AAA's, and Aging and Disability Resource Centers (ADRC) to reach Medicare beneficiaries likely to be eligible for the Medicare Part D Low-Income Subsidy (LIS) Program or Medicare Savings Program (MSP). Funding is also provided for direct application assistance to these beneficiaries with an emphasis on Medicare Part D outreach to rural areas of our state. The purpose of this Program Instruction is to convey the required application materials to the County AAA's for completion.

**BACKGROUND:**

The basic NYS SHIP award from CMS includes the requirement that local health

insurance counselors reach as many Medicare beneficiaries as possible who are low-income and potentially eligible for the LIS program. For program year 2011-12, a portion of our CMS SHIP funding and State funding was awarded to our 59 Area Agencies on Aging through a minimum funding level of \$37,459 to provide HIICAP counseling services to Medicare clients. This MIPPA funding will be distributed to these same AAA's to bolster their ability to conduct outreach, counsel additional beneficiaries, conduct community training, purchase advertising, and to work closely with our State Elderly Pharmaceutical Insurance Coverage (EPIC) program as they outreach to thousands of New Yorkers who may still be eligible for the LIS or MSP. A chart, labeled Attachment 3, has been included with this PI and provides a county breakdown of the specific goals for both the HIICAP and ADRC partners for this project.

According to CMS estimates released in May of 2010, there were 102,521 Medicare beneficiaries in New York State who are likely to be eligible, but still not enrolled in the LIS program. This MIPPA funding provides grants for 2010-11 and 2011-12 to State SHIPs, AAA's and ADRC's in order to reach these Medicare beneficiaries and provide them with application assistance for LIS benefits. In addition, this MIPPA grant also includes the requirement that local SHIP (HIICAP) and ADRC (NY Connects) partners provide information on Medicare preventive services and wellness programs to beneficiaries that participate in MIPPA activities or counseling. The elimination of most co-payments and deductibles for Medicare preventive services, as a result of Health Care Reform, have made these services more accessible and available.

## **USE OF MIPPA FUNDS:**

MIPPA funds allocated to the AAA network shall be used for LIS and MSP outreach and assistance efforts directed towards Medicare beneficiaries with limited incomes who may be eligible for LIS or MSP programs and for activities related to the promotion and distribution of information on Medicare preventive and wellness services.

Specifically, MIPPA funding under this application can be used to fund the following:

- MIPPA activities to reach those potentially eligible for LIS or MSP programs that are above and beyond the activities that the AAA HIICAP and NY Connects programs have already planned using HIICAP and NY Connects funds.
- HIICAP and NY Connects programs should make use of ZIP code data provided by CMS to conduct targeted outreach efforts related to reaching beneficiaries most likely eligible, but not enrolled, into the LIS, MSP or EPIC.
- MIPPA funding should be used to enhance or expand application assistance available in communities with beneficiaries who are likely eligible, but not enrolled for LIS or MSP programs. This would include special efforts to reach culturally diverse or limited English speaking persons and families.
- Counties should expand partnerships with community based agencies to reach Medicare beneficiaries who are not enrolled in the LIS or MSP programs.

- AAA's should consider specific activities to conduct outreach such as direct mail, public and media events, paid advertising and other methods to reach potential LIS or MSP enrollees who may not have access to the internet.
  
- AAA's are encouraged to establish relationships with their local DSS offices for the purpose of streamlining the MSP application process and making appropriate referrals.

**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"/> EISEP       | <input type="checkbox"/> NSIP              | <input type="checkbox"/> Title V       |
|                                      | <input checked="" type="checkbox"/> HIICAP | <input type="checkbox"/> Energy        |
|                                      |  | <input type="checkbox"/> LTCOP         |

X: NYConnects

**CONTACT PERSON(S):**

Stacey Agnello, NY Connects Project Director  
 Linda Petrosino, HIICAP Program Coordinator

**TELEPHONE:** (518) 474-8976  
**TELEPHONE:** (518) 408-1696

- Attachment 1: MIPPA Application (Questions and Budget)
- Attachment 2: Budget Pages
- Attachment 3: MIPPA Statewide Goals
- Attachment 3: MIPPA Allocation Schedule for 2011-12

**HEALTH INSURANCE INFORMATION, COUNSELING & ASSISTANCE PROGRAM  
(HIICAP) APPLICATION FOR MIPPA/ADRC FUNDING**

**Program Period: September 30, 2011 to September 29, 2012**

**Funded under a grant from the Centers for Medicare & Medicaid Services and Administration on Aging**

**Instructions:** Please complete the following information and submit two original (2) copies to:

Stacey Agnello, NY Connects Supervisor  
NY Connects Program  
New York State Office for the Aging  
Two Empire State Plaza, 4<sup>th</sup> Floor, Albany, NY 12223-1251

Area Agency:

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Director:

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Address:

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HIICAP Coordinator:

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HIICAP Coordinator Phone Number: ( )

Fax Number: ( )

Email Address:

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Mailing address (if different from the AAA):

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NY Connects Coordinator:

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NY Connects Coordinator Phone Number: ( )

Email Address:

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Mailing address (if different from the AAA):

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Amount Requested: \$

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**TERMS AND CONDITIONS:** The undersigned agrees with respect to any funds received under this grant to comply with all applicable federal, state and local laws, Program Instructions, regulations and standards, and that the project will be administered in accordance with the programmatic and fiscal data descriptions provided in the approved application.

The person authorized to enter into Agreement with the New York State Office for the Aging should sign below.

Name:

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Title:

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Signature:

Date:

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## ATTACHMENT 1

New York State was awarded funding to enhance and expand current activities to reach Medicare Beneficiaries that still may be potentially eligible for Low Income Subsidy (LIS) and/or the Medicare Savings Programs (MSPs) and to promote Medicare wellness and prevention benefits. HIICAP funding is available to all 59 HIICAP programs. An additional allocation (**Attachment 4**) is available for participating NY Connects programs to provide education about Medicare prevention and wellness benefits and to assist low income Medicare beneficiaries with LIS and MSP applications.

The Area Agency on Aging (AAA) will receive the funds directly from NYSOFA. For purposes of this MIPPA/ADRC funding, awards from the ADRC funding will be made only to those counties that have a participating NY Connects program. Counties without a participating NY Connects program are only eligible to apply for awards from the SHIP/AAA funding.

### **All programs are to answer questions 1- 6.**

1. How will your county use this funding to enhance or supplement current activities to reach additional Medicare Beneficiaries that may be potentially eligible for LIS and/or the Medicare Savings Programs (MSPs)? Please be specific in regard to staffing, activities and additional partnerships that you will develop to reach the statewide LIS/MSP goals listed in **Attachment 2: MIPPA/ADRC Statewide Goals\_2011-12.**
2. How will HIICAP and NY Connects coordinate to achieve the goals set forth in **Attachment 2: MIPPA/ADRC Statewide Goals\_2011-12** (e.g. NY Connects will provide application assistance but will refer to HIICAP for assistance with choosing a Part D program, HIICAP will provide Benefits Counseling and application assistance)?
3. As a component of the MIPPA/ADRC program, counties will be required to provide information to Medicare beneficiaries on Medicare preventive services and wellness programs. What specific outreach activities will your county conduct to encourage beneficiaries, especially those with multiple chronic conditions, to take advantage of the wellness and prevention benefits offered to Medicare Beneficiaries? **Please delineate what activities HIICAP will conduct and what activities the NY Connects program will conduct.**
4. How will you engage the local Long Term Care Council in identifying outreach opportunities?
5. Please describe the first year accomplishments of the HIICAP and NY Connects programs as a result of funding (e.g. strengthened relationship between NY Connects and HIICAP (how so), identified a contact person in LDSS to streamline MSP eligibility determinations?)

ATTACHMENT 1

6. The quarterly report is a combined response that includes number of LIS and MSP applications completed by HIICAP and those completed by NY Connects. Occasionally, we have questions that require follow up. Who will be the designated contact for questions related to quarterly and end of the year reporting for LIS andMSP numbers, as well as outreach, and prevention and wellness education?

HIICAP

Name:

Email:

Phone:

NY Connects

Name:

Email:

Phone:

**MIPPA PROGRAM (SHIP and AAA)  
Supporting Budget Schedule**

<b>1. Personnel</b>				
Name (if known) & Title	Annual Salary	Amount Chargeable to Program		
Total:		0.00		
<b>2. Fringe Benefits</b>				
Composite Percentage: _____%		Total:		0.00
<b>3. Equipment: Equipment items having a unit cost of \$1000 or more must be described in detail. Other equipment items with a unit cost of less than \$1000 can be described in narrative form at the bottom of this section.</b>				
Item and Description (Unit cost of \$1000 or more)	Quantity	Unit Purchase Price	Annual Unit Rental price	Amount Chargeable to Program
Briefly describe equipment items with a unit cost of less than \$1000.				
Total:				0.00
<b>4. Travel</b>				
Include the amount of funds budgeted for travel costs to attend the Annual Training Institute and any mandated regional training:				
Other travel costs:				
Total:			0.00	
<b>5. Maintenance &amp; Operations:</b>				
Rental costs from Rent Allocation Schedule \$ _____				
Adjustments (if any, briefly describe)				
Other Maintenance & Operations Costs \$ _____ (e.g., communications, printing, supplies)				
Total:				

**MIPPA PROGRAM (SHIP and AAA) PROGRAM  
Supporting Budget Schedule**

<b>6. Other Expenses</b>		
Description	Total Cost	Amount Chargeable to Program
_____		
_____		
_____		
_____		
_____		
_____		
Total:		0.00

**7. Subcontracts: List each contract and amount. A copy of each contract must be submitted to the State Office for the Aging before reimbursement will be made. If subcontract costs compose more than 25% of the total budget attach a Subcontract Budget for each subcontractor.**

Subcontractor	Service(s) to be Provided	NYSOFA Use Contract Rec'd.	Amount Chargeable to Program
Total Number of Subcontracts: _____		Total	0.00

\_\_\_\_\_

<b>9. Program Income:</b>		
Name	Amount	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
Total		0.00

**ADRC PROGRAM (NY CONNECTS)  
Supporting Budget Schedule**

<b>1. Personnel</b>				
Name (if known) & Title	Annual Salary	Amount Chargeable to Program		
Total:		0.00		
<b>2. Fringe Benefits</b>				
Composite Percentage: _____ %		Total: _____		
<b>3. Equipment: Equipment items having a unit cost of \$1000 or more must be described in detail. Other equipment items with a unit cost of less than \$1000 can be described in narrative form at the bottom of this section.</b>				
Item and Description (Unit cost of \$1000 or more)	Quantity	Unit Purchase Price	Annual Unit Rental price	Amount Chargeable to Program
Briefly describe equipment items with a unit cost of less than \$1000.				
Total				0.00
<b>4. Travel</b>				
Include the amount of funds budgeted for travel costs to attend the Annual Training Institute and any mandated regional training:				
Other travel costs:				
Total			0.00	
<b>5. Maintenance &amp; Operations:</b>				
Rental costs from Rent Allocation Schedule     \$ _____				
Adjustments (if any, briefly describe)				
Other Maintenance & Operations Costs     \$ _____ (e.g., communications, printing, supplies)				
Total				

**ADRC PROGRAM (NY CONNECTS)  
Supporting Budget Schedule**

<b>6. Other Expenses</b>		
<u>Description</u>	Total Cost	Amount Chargeable to Program
_____		
_____		
_____		
_____		
_____		
_____		
Total:		0.00

**7. Subcontracts: List each contract and amount. A copy of each contract must be submitted to the State Office for the Aging before reimbursement will be made. If subcontract costs compose more than 25% of the total budget attach a Subcontract Budget for each subcontractor.**

Subcontractor	Service(s) to be Provided	NYSOFA Use Contract Rec'd.	Amount Chargeable to Program
Total Number of Subcontracts: _____ Total			0.00

**9. Program Income:**

Name	Amount	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
Total		0.00

New York State Office for the Aging

Area Agency: \_\_\_\_\_

Program Period: **AAA** 9/30/11-09/29/12  
**NY CONNECTS** 9/30/11-09/29/12

**MIPPA / ADRC PROGRAM FUNDING  
 Combined Budget Summary**

<b>BUDGET CATEGORY</b>	<b>MIPPA (SHIP and AAA) BUDGET</b>	<b>ADRC (NY CONNECTS) BUDGET</b>	<b>TOTAL</b>
1. Personnel	\$ -	\$ -	\$ -
2. Fringe Benefits	\$ -	\$ -	\$ -
3. Equipment	\$ -	\$ -	\$ -
4. Travel	\$ -	\$ -	\$ -
5. Maintenance & Operations	\$ -	\$ -	\$ -
6. Other Expenses	\$ -	\$ -	\$ -
7. Subcontracts	\$ -	\$ -	\$ -
8. Total Budget (Lines 1 thru 7)	\$ -	\$ -	\$ -
9 Program Income	\$ -	\$ -	\$ -
10. Federal Funds Requested	\$ -	\$ -	\$ -

MIPPA/ADRC PROGRAM STATEWIDE GOALS  
2010-2012

County	# Medicare Beneficiaries	Potential LIS Identified by CMS	SHIP/AAA (MIPPA) (2 years)	ADRC (NY Connects) (2 years)
Albany	46,166	1,235	78	63
Allegany	8,788	535	34	28
Bronx (NYC)	163,144	7,987	506	<b>Not participating</b>
Broome	40,039	1,424	90	72
Cattaraugus	15,667	922	58	47
Cayuga	13,794	429	28	22
Chautauqua	27,082	1,505	95	76
Chemung	17,309	691	44	36
Chenango	10,819	552	35	29
Clinton	14,729	595	38	31
Columbia	12,609	258	16	14
Cortland	7,698	461	29	24
Delaware	9,482	399	25	21
Dutchess	47,041	727	46	37
Erie	171,976	7,696	486	380
Essex	7,075	184	13	10
Franklin	9,632	485	30	25
Fulton	10,426	642	40	33
Genesee	10,995	587	38	30
Greene	9,796	484	30	25
Hamilton	1,301	22	3	2
Herkimer	12,236	742	48	38
Jefferson	16,953	660	42	39
Kings (NYC)	303,635	16,195	1025	<b>Not participating</b>
Lewis	4,640	108	8	6
Livingston	10,861	582	37	30
Madison	12,216	452	30	25
Monroe	124,034	3,600	228	180
Montgomery	11,329	917	58	47
Nassau	224,277	2,130	134	107
New York (NYC)	236,711	11,326	716	<b>Not participating</b>
Niagara	42,540	1,529	96	77
Oneida	46,449	1,514	96	76
Onondaga	78,215	2,278	144	114
Ontario	18,996	671	43	35
Orange	49,426	1,429	91	73
Orleans	7,342	548	34	28

**MIPPA/ADRC PROGRAM STATEWIDE GOALS  
2010-2012**

County	# Medicare Beneficiaries	Potential LIS Identified by CMS	SHIP/AAA (MIPPA) (2 years)	ADRC (NY Connects) (2 years)
Oswego	20,577	1,202	76	<b>Not participating</b>
Otsego	11,684	546	34	28
Putnam	13,942	115	8	7
Queens (NYC)	290,401	9,129	577	<b>Not participating</b>
Rensselaer	25,474	891	57	<b>Not participating</b>
Richmond (NYC)	68,844	1,388	89	<b>Not participating</b>
Rockland	46,417	692	44	36
St. Lawrence	19,777	1,040	66	53
Saratoga	34,002	1,113	71	57
Schenectady	29,586	577	37	30
Schoharie	5,729	192	13	11
Schuyler	3,881	206	13	11
Seneca	5,946	346	23	<b>Not participating</b>
Steuben	18,840	874	56	45
Suffolk	232,635	4,164	263	205
Sullivan	14,221	524	33	27
Tioga	9,210	362	23	19
Tompkins	12,644	474	30	25
Ulster	31,567	863	56	45
Warren	13,767	327	20	17
Washington	11,644	449	30	25
Wayne	18,040	898	57	46
Westchester	147,022	2,873	182	145
Wyoming	7,060	414	27	22
Yates	5,020	361	23	19
<b>Total:</b>	<b>2,953,358</b>	<b>102,521</b>	<b>6,500</b>	<b>2,753</b>

**New York State Office for the Aging**  
**Medicare Improvements for Patients and Providers Act**  
**September 30, 2011 to September 29, 2012**

<u>COUNTY</u>	<u>ADRC</u>	<u>SHIP &amp; AAA<sup>(1)</sup></u>	<u>Total Allocation</u>
ALBANY	\$7,153	\$9,928	\$17,081
ALLEGANY	4,983	8,517	13,500
BROOME	6,831	8,836	15,667
CATTARAUGUS	5,545	8,517	14,062
CAYUGA	5,143	8,517	13,660
CHAUTAUQUA	6,590	8,517	15,107
CHEMUNG	5,224	8,517	13,741
CHENANGO	5,063	8,517	13,580
CLINTON	5,143	8,517	13,660
COLUMBIA	5,063	8,517	13,580
CORTLAND	4,983	8,517	13,500
DELAWARE	5,063	8,517	13,580
DUTCHESS	6,911	8,933	15,844
ERIE	20,252	24,842	45,094
ESSEX	4,983	8,517	13,500
FRANKLIN	5,867	8,517	14,384
FULTON	5,063	8,517	13,580
GENESEE	5,063	8,517	13,580
GREENE	5,063	8,517	13,580
HAMILTON	0 <sup>(2)</sup>	4,551	4,551
HERKIMER	5,063	8,517	13,580
JEFFERSON	5,224	8,517	13,741
LEWIS	4,902	8,517	13,419
LIVINGSTON	5,063	8,517	13,580
MADISON	5,063	8,517	13,580
MONROE	18,725	17,095	35,820
MONTGOMERY	5,063	8,517	13,580
NASSAU	20,413	23,758	44,171
NIAGARA	6,911	8,995	15,906
ONEIDA	6,992	9,695	16,687
ONONDAGA	17,761	12,876	30,637
ONTARIO	5,143	8,517	13,660
ORANGE	7,313	9,451	16,764
ORLEANS	4,983	8,517	13,500
OSWEGO	0 <sup>(3)</sup>	8,517	8,517
OTSEGO	5,063	8,517	13,580
PUTNAM	5,143	8,517	13,660
RENSSELAER	0 <sup>(3)</sup>	8,517	8,517
ROCKLAND	6,992	9,143	16,135
ST. LAWRENCE	6,510	8,517	15,027
SARATOGA	6,670	8,517	15,187
SCHENECTADY	6,590	8,517	15,107
SCHOHARIE	4,983	8,517	13,500
SCHUYLER	4,902	8,517	13,419
SENECA	0 <sup>(3)</sup>	8,517	8,517
STEUBEN	5,224	8,517	13,741
SUFFOLK	20,817	21,694	42,511
SULLIVAN	5,143	8,517	13,660
TIOGA	4,983	8,517	13,500
TOMPKINS	5,063	8,517	13,580
ULSTER	6,751	8,517	15,268
WARREN	9,885	8,517	18,402
WASHINGTON	5,063	8,517	13,580
WAYNE	5,143	8,517	13,660
WESTCHESTER	19,368	17,011	36,379
WYOMING	4,983	8,517	13,500
YATES	4,902	8,517	13,419
NYC	0 <sup>(3)</sup>	200,007	200,007
SENECA NATION	0 <sup>(3)</sup>	4,258	4,258
ST. REGIS	2,813	4,258	7,071
<b>TOTAL</b>	<b>\$385,596</b>	<b>\$761,562</b>	<b>\$1,147,158</b>

Footnotes:

(1) As in the previous MIPPA grant, all counties have been designated for rural outreach except: NYC; Westchester, Nassau and Suffolk Counties. One third of the funding is designated for Rural outreach counties only.

(2) The ADRC responsible for Hamilton and Warren Counties is a multi-county model and is administered through Warren County. Hamilton County's allocation is combined with Warren County and the sum is shown as awarded to Warren County.

(3) No functioning ADRC in this County, therefore, there is no ADRC award.