

NEW YORK STATE OFFICE FOR THE AGING

2 Empire State Plaza, Albany, NY 12223-1251

Andrew M. Cuomo, Governor

Greg Olsen, Acting Director

An Equal Opportunity Employer

PROGRAM INSTRUCTION

Number 13-PI-21

Supersedes

Expiration Date

DATE: September 9, 2013

TO: AAA Directors, NFP Sponsored LTCOP Program Directors

SUBJECT: Feasibility Survey – Consolidate Reporting Software

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ACTION REQUESTED:

Complete the survey found at <https://www.surveymonkey.com/s/PMYYQTC> .

RESPONSE DUE DATE:

September 18, 2013

PURPOSE:

To assess the feasibility of conducting an RFP to consolidate various reporting software under a single State contract.

BACKGROUND:

The survey that can be found at the link above is being conducted to obtain your feedback on the idea of creating a central reporting system for NYS Aging and Aging and Disability Resource Centers (ADRC, also known as NY Connects) programs including a module for local Long Term Care Ombudsman Program (LTCOP) reporting. The concept is for NYSOFA to conduct an RFP to create a central reporting, data warehouse and web based interface tools for Client Data, Cumulative Units of Service;

including NY Connects, Health Insurance Information Counseling and Assistance Program (HIICAP) and LTCOP.

Further, the contract for the centralized NY Connects Provider Resource Directory application expires on 2/28/14. NYSOFA is committed to conducting an RFP process to seamlessly transition from the old contract to a new contract in 2014. As we are preparing this RFP, we are looking into the feasibility of adding modules to incorporate NY Connects screening elements, client referrals and follow-up, and reporting requirements, including requirements under the Balancing Incentive Program; as well as Client Data for all Aging Network Programs, Cumulative Units of Service, HIICAP and LTCOP.

NYSOFA is hopeful that creating a single system for all AAAs and other service providers to use will avoid the difficulties of negotiating local user licenses and duplication of effort (and expense) resulting from multiple AAAs working independently with contractors to resolve the same (or very similar) system issues in each county. The consolidation of many systems into one is expected to increase coordination and functionality and reduce overall cost to the Aging Network. Additionally, this will shift the contract administration/vendor interaction burden from the AAAs to NYSOFA and hopefully create more time for AAA staff to devote to other core mission activities. Finally, because the “back end” of this new system will be a central data warehouse where the data is created and maintained at the local level through the timely entry of client data into the system, it may obviate the need for AAAs to submit quarterly reports as NYSOFA will have access to the data.

At this time, there are a few initiatives playing out at the state level that may produce funding for this initiative. Additionally, NYSOFA has identified a one-time surplus of State Operating federal funds that may be used to develop this project and the agency is exploring some other possible sources for some of the ongoing maintenance of the system after development. However, with the exception of the limited funding for ongoing maintenance, we don't expect that these funding sources or levels will be sustainable beyond the initial development phase. Therefore, we will likely need to set aside a certain percentage of each AAAs annual III-B award in order to create a consolidated, centralized reporting database system. We expect that this set aside will not exceed what AAAs are already paying for reporting software and we expect that it will be significantly less resulting in a net savings to the AAAs.

To help us plan for this RFP, we need the opinions and advice of our AAAs and other local partners in order to determine its feasibility. As such, please complete and submit this survey by 9/18/13.

If you have questions regarding this survey, please contact either Bob Miller at bob.miller@ofa.state.ny.us or 518-473-1947 or Jack Lynch at jack.lynch@ofa.state.ny.us or (518) 473-4808.

PROGRAMS AFFECTED:

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| <input checked="" type="checkbox"/> Title III-D | <input checked="" type="checkbox"/> Title III-E | <input checked="" type="checkbox"/> Title III-B | <input checked="" type="checkbox"/> Title III-C-1 | <input checked="" type="checkbox"/> Title III-C-2 |
| <input checked="" type="checkbox"/> EISEP | <input checked="" type="checkbox"/> NSIP | <input checked="" type="checkbox"/> CSE | <input checked="" type="checkbox"/> SNAP | <input type="checkbox"/> Energy |
| <input checked="" type="checkbox"/> Other: NY
Connects | | <input checked="" type="checkbox"/> Title V | <input checked="" type="checkbox"/> HIICAP | <input checked="" type="checkbox"/> LTCOP |

CONTACT PERSON: Bob Miller

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