

**NEW YORK STATE OFFICE FOR THE AGING**

2 Empire State Plaza, Albany, NY 12223-1251

Andrew M. Cuomo, Governor

Corinda Crossdale, Acting Director

An Equal Opportunity Employer

**PROGRAM INSTRUCTION**

**Number 14-PI-05**

**Supersedes**

**Expiration Date**

**DATE:** May 7, 2014

**TO:** AAA Directors  
HIICAP Coordinators  
MCCAP Agency Program Coordinators

**SUBJECT: HIICAP Reporting Requirement Changes:  
Beginning Contract Year April 1, 2014**

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**ACTION REQUESTED:** As of April 1, 2014, all HIICAP client contacts (CCs) and public and media events (PAMs) must be entered into <https://shipnpr.shiptalk.org> on a **monthly** basis. See below data submission schedule.

<b>Client Contact CC and Public and Media PAM Data Entry and Data Upload Due Dates</b>	
Dates of Contacts or Start Dates of Events	CC and PAM Entry or Data Upload Due Date
January 1, 2014 – March 31, 2014	April 30 2014
April 2014	May 31 2014
May 2014	June 30 2014
June 2014	July 31 2014

July 2014	August 31 2014
August 2014	September 30 2014
September 2014	October 31 2014
October 2014	November 30 2014
November 2014	December 31 2014
December 2014	January 31 2015
January 2015	February 28 2015
February 2015	March 31 2015
March 2015	April 30 2015

Resource Report Period	Hard Copy to NYSOFA Due Date
April 2013 - March 2014	May 15 2014

**PURPOSE:** To convey the required reporting changes for the NYSOFA HIICAP to be eligible for the Overall Performance Score (OPS) Factor Funding as a result of the changes to the Basic Grant Methodology determined by the Centers for Medicare & Medicaid Services (CMS). CMS will no longer issue September 30<sup>th</sup> annual performance grant awards.

**BACKGROUND:** In January 2014, CMS announced the State Health Insurance Program (SHIP) program requirements for the 2014-2015 contract year. One of the new policies implemented for the new contract year applies to the recently approved SHIP Basic Grant Discretionary Funding Methodology.

The NY SHIP Basic Grant funding methodology will be based on two parts, basic and discretionary. The basic includes a fixed portion of funding. The discretionary part is to be determined by CMS and will be a ratio-based approach for funding consisting of four weighted factors. The four weighted factors are as follows:

1. Each States share of national total Medicare Beneficiaries;
2. The total Low-income Medicare population per State;
3. The number of Medicare Eligibles living in frontier and low-density rural counties;  
and
4. Overall State performance score.

One of the eligibility requirements that will directly affect New York's OPS will be based on the National Performance Report (NPR) data submitted through monthly submission of the PAM and CC data to CMS through the NPR data system for the reporting period October 1, 2013 through September 30, 2014.

Proprietary Systems:

Based on CMS requirements, agencies using a proprietary system to submit NPR data must have a fully compliant data system with no unresolved preprocessor or upload

errors as a condition of eligibility for performance funding. Proprietary systems must use the most current Client Contact Form (CMS-10028A) and Public and Media Activity Form (CMS-10028B).

For more information on the 2014 SHIP Basic Grant Program requirements, go to [www.Shiptalk.org](http://www.Shiptalk.org).

**PROGRAMS AFFECTED:**

- |                                      |                                      |                                  |  |                                 |
|--------------------------------------|--------------------------------------|----------------------------------|--|---------------------------------|
| <input type="checkbox"/> Title III-D | <input type="checkbox"/> Title III-E | <input type="checkbox"/> CSE     | <input type="checkbox"/> SNAP              | <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 type="checkbox"/> Other:      |                                      |                                  |  |                                 |

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