

NEW YORK STATE OFFICE FOR THE AGING

2 Empire State Plaza, Albany, NY 12223-1251

Andrew M. Cuomo, Governor

An Equal Opportunity Employer

Corinda Crossdale, Director

PROGRAM INSTRUCTION	Number 16-PI-06
	Supersedes
	Expiration Date

DATE: March 16, 2016

TO: AAA Directors
NYConnects Coordinators
HIICAP Coordinators

SUBJECT: New MIPPA Reporting Guidelines Effective 10/1/2015

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ACTION REQUESTED: Compliance with new MIPPA Reporting guidelines to become effective October 1, 2015.

PURPOSE: The Administration for Community Living (ACL) announced on October 21, 2015 new reporting requirements for all current MIPPA grantees.

NUMERICAL DATA and SHIP NPR

In previous years, the New York State Office for the Aging’s (NYSOFA) Division of Policy, Planning, Programs and Outcomes would provide one MIPPA reporting template to the AAA, HIICAP and NYConnects Programs on a semi-annual basis. The purpose of this MIPPA template was to gather all unduplicated MIPPA activities that were, and were not, entered into the SHIPNPR system.

ACL announced on October 21, 2015 that all MIPPA data must now be entered into SHIPNPR as of October 1, 2015. This means:

- If the AAA/HIICAP/NYConnects counselors directly enter data into SHIPNPR, or upload through a reporting module, then no further action is required.
- If **any** of the AAA/HIICAP/NYConnects counselors **do not enter**, or upload, MIPPA data into SHIPNPR, NYSOFA is asking that the

AAA/HIICAP/NYConnects Coordinators work together to develop an effective approach to ensure all MIPPA activities are reported into SHIPNPR on a **monthly basis**.

For AAA/HIICAP/NYConnects counselors conducting MIPPA activities, and MIPPA counselors who will now need to directly enter, or upload their Peerplace data into SHIPNPR, he/she must register with the SNIPNPR system to obtain a SHIPNPR User ID. For more information on SHIPNPR, please contact Brenda LaMere at Brenda.LaMere@aging.ny.gov or Helen Fang at Helen.Fang@aging.ny.gov.

Note: *Data entry for MIPPA should not be the sole responsibility of the HIICAP program. A plan of coordination will need to be developed in order for SHIPNPR to capture all your county's AAA, HIICAP and NY Connects activities.*

NARRATIVE REPORTING:

Semi-annual narrative reports and a Final Narrative report will continue to be required by each MIPPA grantee (AAA/HIICAP/NYConnects). The narrative report can be consolidated and submitted as one document, per county. These narrative reports will be reviewed to ensure all three program grantees have provided a summary of the MIPPA activities performed during the reporting time period (see Attachment 1).

Semi Annual Reports:

10/01/15 – 03/31/16: Due to NYSOFA 04/15/16
04/01/16 – 09/30/16: Due to NYSOFA 10/15/16
10/01/16 – 03/31/17: Due to NYSOFA 04/15/17
04/01/17 – 09/30/17: Due to NYSOFA 10/15/17

Final Narrative Report:

10/01/14 – 09/30/17: Due to NYSOFA 11/30/17

NYSOFA staff will send out reminders when these reports are due.

ADDITIONAL MIPPA CHANGES:

- For MIPPA purposes only, Medicare Part D outreach is no longer required in SHIPNPR and should not be reported, and
- For MIPPA purposes only, Rural outreach activities are no longer required in SHIPNPR but should still be recorded in narrative reports.

MIPPA REPORTING RESOURCES:

Webinars on how to enter client contacts and public and media events within SHIPNPR, including documentation on how to “identify and code” MIPPA clients and activities in SHIPNPR can be found at:

<http://www.aging.ny.gov/trainingresources/hiicapcounscorner/index.cfm>

PROGRAMS AFFECTED:

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|--------------------------------------|--------------------------------------|----------------------------------|---|---------------------------------|
| <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 |

X Other: NYConnects

CONTACT PERSON: Brenda LaMere
NYS HIICAP Coordinator

TELEPHONE: 518-474-6085

New York State Office for the Aging
MIPPA Semi-Annual Report

For each recipient of funding (AAA/HIICAP/NYConnects), please provide a narrative response to the four questions below including details of the activities and accomplishments provided with MIPPA funding (Low Income Subsidy, Medicare Savings Program, and Prevention and Wellness).

1. What was accomplished during this reporting period and how did these accomplishments help meet the goals of the MIPPA work plan and objectives? Please note any significant project partners and their role in MIPPA project activities.
2. What, if any, challenges occurred during this reporting period and what actions were taken to address these challenges? Please note in the response changes, if any, to project goal(s), objective(s), or activities that were made as a result of challenges faced.
3. How have the activities conducted during this project period helped to achieve the measurable outcomes identified in the project work plan?
4. What types of articles, issues briefs, fact sheets, newsletters, survey instrument, sponsored conferences and workshops, websites, audiovisuals, and other informational resources were produced during the reporting period and how have these products been disseminated?

New York State Office for the Aging
MIPPA Final Report

For each recipient of funding (AAA/HIICAP/NYConnects), please provide a narrative response to the four questions below including details of the activities and accomplishments provided with MIPPA funding (Low Income Subsidy, Medicare Savings Program, and Prevention and Wellness).

1. What measurable outcomes were established for the MIPPA project and what indicators were used to measure performance? To what extent did the local AAA/HIICAP/NY Connects achieve the outcomes?

2. What, if any, challenges were identified during this annual project period and what actions were taken to address these challenges?

3. What impact has this MIPPA funding had to date? What are the lessons learned from undertaking these MIPPA activities?

4. What will happen to the MIPPA activities after this grant has ended? Will project activities be sustained? Will project activities be replicated? If the project will be sustained or replicated what other funding sources will allow this to occur? Please note significant partners in this project and how they will continue to work with the AAA/HIICAP/NY Connects programs on MIPPA activities?

5. Over the entire project period, what were the key publications and communication activities? How were they disseminated or communicated? Products and communications activities may include articles, issue briefs, fact sheets, newsletters, survey instrument, sponsored conferences and workshops, websites, audiovisuals, and other informational resources. **Please include a copy of each project product as a separate attachment.**