



COMMONWEALTH of VIRGINIA

Department for the Aging

Julie Christopher, Commissioner

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Note: The web addresses (links) in this document may change over time. The Department for the Aging does not attempt to refresh the links once the week has passed. However, this document is maintained on the web for a period of time as a reference. Some links may require registration.

COMMONWEALTH of VIRGINIA
Department for the Aging
Julie Christopher, Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Rochelle Clarke, Information Systems Specialist

DATE: October 17, 2006

SUBJECT: FY 2006 NAPIS Report

Area Agency on Aging staff are reminded that the end of year NAPIS report for Federal Fiscal Year 2006 must be completed by each agency and submitted to VDA. As a new requirement this year, executive directors are required to certify the completed NAPIS report. Please complete and forward your agency's local report by Wednesday, November 15, 2006. You may submit your report to my attention via regular postal mail, by fax to 804-662-6354, or by e-mailing a scanned PDF document to: rochelle.clarke@vda.virginia.gov.

Also final AIM replications are due by November 15th, please upload your final replication and send me an e-mail to let me know that you have submitted a final replication. You will also need to fax a copy of your VA36 and VA 95 reports to my attention as supporting documentation with your final AIM replication.

Please click the link (<http://www.vda.virginia.gov/Contractors.htm>) to access the VDA website and download the actual Excel worksheet to be used for submitting your report after you close out your client data in AIM for FY 2006. You will find the report file listed under the "Programmatic Reports" section as *NAPIS Annual Summary Report FY06*. Please note that upon updating the downloaded file with your local data; rename the file by replacing the "XX" characters in the filename with your PSA number.

If you or your staff have any questions regarding the preparation or filing of this report, please feel free to contact me by phone (804-662-9321) or e-mail.

Thank you for your cooperation in this matter.

COMMONWEALTH of VIRGINIA
Department for the Aging
Julie Christopher, Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Ellen Nau, Human Services Program Coordinator

DATE: October 17, 2006

SUBJECT: Personal Care Service Providers

The Department of Health, Office of Licensure and Certification, has asked VDA to supply them with a list of personal care service providers. The Office of Licensure and Certification acts as an agent for the Virginia Department of Health in administering the licensing program for home care organizations. You may receive an inquiry from the Licensure and Certification in respect to your personal care program. Under Virginia's statutes, they have the right to review your personal care program. In the list I provided for Licensure and Certification, I differentiated between programs that are direct providers and those that are contracting with personal care providers.

As previous correspondence to you indicated, there have been varying opinions from the Office as to licensing and waivers from licensing in regard to your programs. Licensure and Certification is working on clarifying these issues. Some Medicaid personal care programs may be eligible for exemption from licensing. However, there may be legislation presented in the near future to eliminate these waivers.

AAAs contracting for personal care services should make sure their providers meet the proper licensing requirements from the Office of Licensure and Certification. Please review the licensing requirements at <http://www.vdh.state.va.us/olc>. I will be asking the Office of Licensure and Certification for proper licensing/certification language for our VDA Personal Care Service Standard.

COMMONWEALTH of VIRGINIA

Department for the Aging

Julie Christopher, Commissioner

MEMORANDUM

TO: Executive Directors
Finance Directors
Area Agencies on Aging

FROM: Warren J. McKeon

DATE: October 17, 2006

SUBJECT: Final Contract Year 2006 Financial Report And Service Report (13th Month Report)

The Contract Year 2006 Financial Report And Service Report (13th Month Report) should be completed and electronically submitted to the Virginia Department for the Aging (VDA) by the close of business, **November 15, 2006**. This report is used by Area Agencies on Aging (AAAs) to report finalized annual performance, expenditures and receipts for the fiscal period October 1, 2005 through September 30, 2006. The following schedules must be submitted.

- **Final Contract Year 2006 Financial and Service Report:** This year the Aging Monthly Report (AMR) will be used to report compiled annual programmatic and financial information for the period October 1, 2005 to September 30, 2006. When completing your report, select **Final (13th Mo)** from the month drop down menu on the payment worksheet. Please name your file, "Final PSA xx," when emailing your submission to reports@vda.virginia.gov. Insert your PSA number in the characters denoted by xx.

Please make certain your Agency's AIM data supports the AMR service data.

- **Final (13th Mo) – Schedules A, B, & C:** Schedules A, B, & C have been written in Excel and are available on the VDA website. The

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three schedules are tabbed as separate worksheets in the workbook. The workbook should be downloaded to your computer before completion. Please name the file, "ABC PSA xx," when emailing your submission to: reports@vda.virginia.gov. Schedules A, B, & C are to be included in your audited financial statements as supplementary information and your audit firm is required to include these schedules in their audit opinion. **Please ensure that the agency submission and the schedules included by your auditor in the audit report are the current format.**

- **Schedule A, Status of Funds:** This schedule provides an accounting of grant funds on hand at the beginning of the period, and receipt and expenditures of grant funds during the period. Although general fund awards for fiscal years ending on June 30, 2006 needed to be obligated by June 30, 2006, the recipient had until September 30, 2006 to liquidate the obligations. If a cash balance exists on September 30, 2006 from any general fund award for the Program Year (PY) ending on June 30, 2005, please refund the balance to VDA with a copy of Schedule A as your remittance advice.
- **Schedule B, Costs by Program Activity:** This schedule accounts for the expenditure of funds by activity rather than grant. Please ensure that Schedules A & B tie where appropriate. Schedule B has again been modified to correspond to the Aging Monthly Report. It now includes separate sections to report Title III activity (Except III-E) and a section to report III-E activity. If there are no audit adjustments, the data reported on your final AMR should be the same as reported on Schedule B.
- **Schedule C, Status of Inventories:** Tangible personal property purchased with funds from a Federal or State grant should be included. Generally, equipment or large quantities of food would be the main items reported. Equipment with a fair market value of less than \$5,000 per unit should not be reported.

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Contractor Certification Form: This form should be prepared on AAA letterhead and signed by the AAA Executive Director. The form is available on the VDA website.

Please mail the Contractor Certification to:

Warren J. McKeon, Financial Manager
Virginia Department for the Aging
1610 Forest Avenue, Suite 100
Richmond, VA 23229

Your submission should include all contracts issued by VDA to support contract year 2006 operations. All funds received during the period, October 1, 2005 to September 30, 2006, should be accounted for and included. **As a reminder, your agency's audit report is due to VDA by December 15th.** One 30-day extension may be requested in writing, but the extension request must be received before December 15th.

CERTIFICATION

I, (Insert Name)_____ certify that I am the
Executive Director_____of_(Area Agency on
Aging)_____.

I have reviewed the Final (13 Month) Aging Monthly Report (AMR) and Status of Funds, Costs by Program Activity, and Status of Inventories (Schedules A, B, & C). By submitting these reports, as required by the Virginia Department for the Aging (VDA) Regulations, Section, 22 VAC 5-20-480 and Section 22 VAC 5-20-500, I certify, that to the best of my knowledge and belief, this information is a true, correct, and complete statement prepared from the books and records of the agency in accordance with applicable instructions, except as noted.

Further I certify that all costs and revenues reported are allowable as specified by the contracts issued with the VDA. Any audit adjustments that occur subsequent to the filing of these documents, shall be promptly reported to the VDA.

Executive Director

Date