

P O L I C Y

I S S U A N C E

KANSAS DEPARTMENT ON AGING

FINAL

To: Secretary's Office, Program and Policy, Administrative Services, Licensure, Certification, and Evaluation

Legal, Administration on Aging, KHPA, Provider Associations

Stakeholders

CME 01 Ruth Jones/Joseph Reardon/Loris Jones, CME 02 Annette Graham/Thomas Winters, CME 03 Greg Hoover/Wilmer Severns, CME 04 Jocelyn Lyons/Tom Ryan, CME 05 John L. Green/Ralph L. Barclay, CME 06 Dave Geist/Phyllis Haltom, CME 07 Elizabeth Maxwell/Eugene Highberger, CME 08 Julie Govert-Walter/J.M. Frey, CME 09 Karen Wilson/Allison Mueller, CME 10 Jodi Abington/Don Bales, CME 11 Dan Goodman/Michael B. Press/Annabeth Surgaugh, CME 5790 Stepping Stones Unlimited, LLC, CME 5999 Legacy Case Services

Field Services Policy #: FS 2009-03

From: Patsy Samson

Date: January 06, 2010

RE: Older Americans Act Title III Programs

Policy Issue: Document current fiscal policies and procedures in FSM Section 8 to assist AAA Executive Directors and Financial Managers. KDOA is also establishing a new Section 9, which contains miscellaneous policies currently included in Section 8. Related policies have been clarified and reformatted. Revisions have been made to Section 1.1 (General Definitions), Section 7 (Area Plans); Section 8 Fiscal Policy); and Section 9 (Miscellaneous Policies). Policies requiring additional research and regulatory amendments are under development.

Check Appropriate Process:

Standard Policy Process, KDOA/KHPA Policy Process, Expedited Policy Process

Policy Implementation Through:

KDOA, KHPA, MMIS Fiscal Agent (HP Enterprise Services)

KDOA Contact Person(s): Bob Parker (785-296-4037) or Mary Shivers (785-296-1038)

KHPA Contact Person(s): N/A

Related References/Processes:

Related Policy Number(s): N/A, Superseded Policy Number Sections 1.1; 7; 8; and 9

K.A.R. Change Required? Yes, KDOA Policy Manual Change? Yes

If yes: What Reference #(s) K.A.R. 26-1-1 et seq; K.A.R. 26-2-1 et seq; K.A.R. 26-3-1 et seq; and K.A.R. 26-4-1 et seq

Date to initiate revision January 31, 2010

Proposed effective date July 1, 2010

State Plan Change Required? No
If yes: What section #(s) _____
Submission Date: _____

Transmittal Number (TN): _____
Supersedes Transmittal Number: _____

Waiver Amendment Required? No

Routing Information:

Internal Route Date: 10/21/09
Field Route Date: 10/21/09
KHPA Route Date: N/A
KHPA Approval Date: N/A

Internal Comments Due Date: 11/20/09
Field Comments Due Date: 11/20/09
KHPA Comments Due Date: N/A
KDOA Approval Date: 1/06/10

Training Required?

KDOA Central Office: No
AAA Staff: No
Customer Education: No

KDOA Field Staff: No
Contracted Case Managers: No

Rationale for Change: Document current fiscal policies and procedures required for financial management of Older Americans Act Title III programs into a single section of the Field Services Manual. We believe this will be a useful tool for communicating with providers, maintaining regulatory compliance, continuity of provider accounting and reporting, and staff training.

Final Policy: Since this policy reflects current federal and state regulatory and policy requirements, it becomes effective immediately.

Approved Disapproved

 /s/
Secretary of Aging

 January 6, 2010
Date