

DEPARTMENT OF AGING

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PROGRAM MEMO

TO: AREA AGENCIES ON AGING DIRECTORS	NO.: PM 06-20 (P)
SUBJECT: Health Insurance Counseling and Advocacy Program – Quarterly Aggregate HICAP Reporting Form CDA 1005 (9/2006)	DATE ISSUED: October 25, 2006
REVISED	EXPIRES: July 1, 2007
REFERENCES: PM-06-01, issued January 19, 2006	SUPERSEDES: N/A
PROGRAMS AFFECTED: <input type="checkbox"/> All <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III-C1/C2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input type="checkbox"/> Title V <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input checked="" type="checkbox"/> HICAP <input type="checkbox"/> Other: _____	
REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other Specify: <u>Change in federal instructions</u>	
INQUIRIES SHOULD BE DIRECTED TO: Xochi Prock, (916) 928-5859 or xprock@aging.ca.gov	

The purpose of this Program Memo (PM) is to notify Area Agencies on Aging (AAA) and Health Insurance Counseling and Advocacy Program (HICAP) service providers that the revised **Quarterly Aggregate HICAP Data Report (CDA 1005) and instructions** are now available on the Department's web site (www.aging.ca.gov). To access this PM, select "AAA Partners," then "Reporting Instructions," then select "HICAP – Current Forms and Instructions." All instructions, forms, and tools have been updated on the web for your convenience. Previous forms must not be used and only this updated version will be accepted after October 31, 2006. The updated quarterly report form should be used to report HICAP program data and is effective immediately. This brings the quarterly reporting in synchronization with the previous changes transmitted by PM 06-01.

Background

The Medicare Modernization Act Part D implementation required revisions to HICAP management information system and reporting forms [see PM-06-01 (P); issued January 19, 2006]. The quarterly reporting form and instructions have been brought into line with previous revisions in PM 06-01 (P) and posted on the web site. The Quarterly Aggregate HICAP Data Report replaces three previous reports: (1) the CDA 264 (REV 7/04) Quarterly Aggregate Counseling Activity Report; (2) the CDA 265 (REV 7/04) Quarterly Aggregate Public and Media Activity Report; and (3) the



CDA 266 (REV 7/04) Annual HICAP Resource Report. PM-06-01 (P) issued a temporary Addendum (CDA 264B) to the Intake/Counseling Report (CDA 264A) and referenced that a new quarterly report would be forthcoming to match these changes.

Management Information System Automation

As with PM 06-01 (P), these changes are still temporary. The Department requests that AAAs and service providers not invest in costly automated management information system changes at this time if it is avoidable. Further revisions in the data elements may still need to be developed to meet the new challenges of Part D in coming years. A special task group is continuing to study and recommend additional modifications.

AAAs and HICAP providers will not be held accountable for modifications they cannot make immediately due to automated systems, as long as the revised data is reported by other means. AAA and HICAP provider cooperation is greatly appreciated. Questions or concerns may be addressed to Xochi Prock at (916) 928-5859 or xprock@aging.ca.gov.

Original signed by

Lora Connolly
Acting Director