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**PROGRAM MEMO**

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| TO: AREA AGENCY ON AGING DIRECTORS | NO.: PM 09-22(P) |
| SUBJECT: MIPPA Guidance on Reporting | DATE ISSUED: October 28, 2009 |
| REVISED | EXPIRES: July 1, 2011 |
| REFERENCES: PM 09-15 (P) | 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"/> Other: AAAs, ADRC, HICAP | |
| REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other Specify: Federal Grant | |
| INQUIRIES SHOULD BE DIRECTED TO: Mark Meis (916-928-2290 or mmeis@aging.ca.gov) | |

This Program Memo (PM) provides guidance on the data reporting requirements for the Medicare Improvements for Patients and Providers Act of 2008 (MIPPA) project. The California Department of Aging (CDA) is providing this information to Area Agencies on Aging (AAA) to insure compliance with reporting requirements of the federal MIPPA Grant.

MIPPA Reporting

All data reports must be completed on the Excel spreadsheet, "MIPPA Monthly Reporting Tool," provided by CDA. This spreadsheet is available on the CDA website, <http://www.aging.ca.gov/aaa/mippa.asp>. Detailed instructions for completion of the tool are also available on the CDA website.

The primary measures for this project consist of completed and submitted Low Income Subsidy (LIS) applications and Medicare Savings Plan (MSP) applications.

Data shall be collected and reported on a monthly basis. Reports are due to CDA on the 20th day of the month following the reporting period (October reports are due November 20th).

The federal grant period began July 1, 2009 and you may report retroactively. If you choose to report retroactive data, separate monthly reports for July, August, and September. Data should be sent no later than November 20th.

Each AAA is responsible for collecting and reporting data from all MIPPA providers in their respective Planning and Service Area.

This includes Health Insurance Counseling Advocacy Programs (HICAP), Aging Disability Resource Centers (ADRC), and other aging network providers conducting MIPPA activities. There shall be only a single report from each PSA.

The completed MIPPA Monthly Reporting Tool will be e-mailed to the CDA Data Team Mailbox at DataTeam.Reports@aging.ca.gov. The following file name convention shall be used for all reports, "PSA ## MIPPA Monthly mm-yyyy" (e.g. PSA 34 MIPPA Monthly 08-2009). The date at the end of the file name indicates the month of the report. The e-mail subject line convention is, "PSA ## MIPPA Monthly Report mm-yyyy."

HICAP reporting shall include completed and submitted LIS/MSP applications above and beyond the benchmarks established in the contracts and available on the MIPPA web site (<http://www.aging.ca.gov/aaa/mippaPerfBenchmarks.asp>).

Questions regarding the MIPPA Monthly Reporting Tool should be addressed to: Mark Meis mmeis@aging.ca.gov or (916) 928-2290.

A handwritten signature in blue ink that reads "Lynn Daucher". The signature is written in a cursive style and is contained within a light gray rectangular box.

Lynn Daucher
Director