

Instructions for Completing CDA 7001M

A detailed project Work Plan is required prior to the release of funds for the Medicare Improvements for Patients and Providers Act (MIPPA) contract and should outline performance goals, measurable outcomes, major objectives, key tasks, and time frames (start and end dates) specific to the project activities outlined in the contract Scope of Work.

With CDA approval, MIPPA funds may be used to provide “other” project services in addition to those listed in the Scope of Work, provided they are not duplicative of services provided under other CDA contracts (i.e., HICAP, Financial Alignment).

The MIPPA Work Plan should delineate how each of the three Priority Areas listed below will coordinate efforts and resources to achieve the MIPPA Work Plan goals. Note the goals for each of the Priority Areas may differ slightly.

- Priority Area 1 – SHIPs – work that is planned to be completed by the local HICAP, whether direct or subcontracted
- Priority Area 2 – AAAs – work that is planned to be completed by the AAA, whether direct or subcontracted (i.e., HICAP subcontractors)
- Priority Area 3 – ADRCs (where applicable) – work that is planned to be completed by the ADRC, whether direct or subcontracted
 - Goals – CDA has defined the goals for the MIPPA Work Plan. These goals are aligned to the grant activities outlined in the application.
 - Objectives - Objectives are identifiable or measurable steps toward a goal. Part of the planning process or sequence (the “how”) to attain the goals.
 - Key Tasks - List Key Tasks that must be completed to accomplish the stated objectives.
 - Responsible Position - Identify the individuals responsible for completing the key tasks, either ContractorStaff (if a AAA Direct HICAP), or Sub-contractor Staff (if a AAA-contracted HICAP).
 - Start Date and End Date - Timelines associated with each objective. Specify start and end dates.
 - Outcomes - These are updates on the status of each Objective. Comments can include positive or negative changes, or measurable characteristics that occur because of activities.

HEADER SECTION:

Enter the following information:

- Contractor Agency name as it appears on the Standard Agreement (STD 213)
- Date the report is being submitted
- Planning and Service Area (PSA) number (two digits)
- Current Fiscal Year
- Contract Number:
 - MI
 - Fiscal Year
 - PSA number

CATEGORY SECTION:

Fields will increase in size, down the page, as you type.

Additional Objectives may be added by highlighting the blank row and inserting a row above or below.

SUBMISSION:

The completed CDA 7001M must be sent as an e-mail attachment to the [CDA HICAP Team Email](#) Address: cda.hicapanalysts.group@aging.ca.gov and is due by the date identified in the Program Memo.