

DEPARTMENT OF AGING

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PROGRAM MEMO

TO: AREA AGENCIES ON AGING DIRECTORS	NO.: PM 06-01 (P)
SUBJECT: Health Insurance Counseling and Advocacy Program Part D Reporting	DATE ISSUED: January 19, 2006
REVISED	EXPIRES: July 1, 2006
REFERENCES:	SUPERSEDES:
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: Change in federal specifications	
INQUIRIES SHOULD BE DIRECTED TO: Xochi Prock at 916-928-5859 or xprock@aging.ca.gov	

The purpose of this Program Memo is to provide notice to Area Agencies on Aging (AAA) and Health Insurance Counseling and Advocacy Program (HICAP) service providers that, due to the Medicare Modernization Act (MMA) Part D, Prescription Drug Benefit, the California Department of Aging (CDA) is required to expand HICAP data reporting to meet new federal specifications. **Effective immediately**, please have HICAP providers begin using a new addendum, **CDA 264B**, which is added to the **Intake/Counseling Report, CDA 264A**. Reporting these data to CDA will begin in the next Quarterly Report, ending March 31st but reported to CDA on April 30, 2006. This report will be for the quarter January 1, 2006, through March 31, 2006. We recognize that you may not be able to collect the new data for the entire reporting period.

This addendum allows HICAP providers and AAAs to report MMA Part D specific information in accordance with instructions from the Centers for Medicare and Medicaid Services. The new form is attached and will be posted on our web site: www.aging.ca.gov ("AAA Partners," then select "Reporting Instructions"). Other forms will be posted on the web site in the coming weeks, including a **new Quarterly Aggregate HICAP Data Report (CDA 1005)** that will consolidate all existing quarterly reports and the Annual Resource Report into one quarterly report. There will be no need for an annual report in the future.



Background

The MMA Part D implementation entered the open enrollment phase on November 15, 2005. The federal government through the State Health Insurance and Assistance Program (SHIP) grant is requiring SHIPs, which includes California's HICAP, to add certain data elements related to Part D to the State's reporting system.¹ The reporting requirements for HICAP are based on federal requirements. Prior to this notice, AAAs reported HICAP performance activities for persons counseled and public education events quarterly and on HICAP resources on an annual basis. These data were submitted by paper reports: CDA 264 (REV 7/04) Quarterly Aggregate Counseling Activity Report, the CDA 265 (REV 7/04) Quarterly Aggregate Public and Media Activity Report, and the CDA 266 (REV 7/04) Annual HICAP Resource Report. These reports will be replaced by one quarterly report (CDA 1005).

As a temporary measure, we are adding an addendum (form CDA 264B) to the model CDA 264A Intake form for the added data being requested for Part D activities. CDA intends that a minimum amount of disruption and change take place at this time because the situation is still fluid and subject to additional changes.

The CDA 264A and 264B addendum will be merged prior to the July 1, 2006 start of the State Fiscal Year.

Management Information System Automation

AAAs and HICAP providers are asked not to invest in costly automated management information system changes at this time. This is a temporary modification until the situation becomes more stable. Revisions will be made as more permanent instructions are developed.

To the extent you can keep changes to automated systems to an absolute minimum, please do so. We recommend using spreadsheets for the addendum data until June 30, 2006. AAAs and HICAP providers will not be held accountable for modifications they cannot make immediately due to automated systems, but we do ask that the additional Part D activities information be collected as soon as possible through other means. AAA and HICAP provider cooperation is greatly appreciated. If AAAs and HICAP providers cannot aggregate these new data, please contact Xochi Prock at (916) 928-5859 or xprock@aging.ca.gov.

Additions to HICAP Reporting

Effective immediately, adjust to the attached changes and start using new forms. Information added to the CDA 264A (REV 12-05) – "*HICAP Intake/Counseling Form Addendum*" is as follows:

- HICAP Counselors must now report information on how the client learned about HICAP (SHIP). Check only one box for each Intake.
- Counselors are required to check if a counseling session resulted in enrollment in a Prescription Drug Plan (PDP) or Medicare Advantage Prescription Drug Plan.

¹ OBRA 1990, Public Law 101-508 at 42 USC 1395 b-4.

- Medicare Prescription Drug Coverage categories have been added, along with Other Sources of Prescription Drug Coverage/Assistance, and Other Prescription Plan information.
- A “State Pharmacy Assistance Program” does not exist in California at this time, but is reserved in case the situation changes later in the year.
- A new second Disclosure Statement specific to those clients who want HICAP assistance in enrolling in a PDP is added. It states: “If you choose a plan and have difficulty in completing the forms or process for enrollment, the HICAP Counselor will assist you, but you will be responsible for the actual plan contract. The HICAP Counselor will not choose your plan for you.”
- HICAP Counselors are asked to document information on Part D counseling issues so that the State can report these problems to the federal government.

We understand the unique circumstances under which this PM is issued and appreciate your cooperation in meeting federal requirements.

((Original Signed by Lora Connolly))

Lora Connolly
Acting Director

Attachments (AAA's Only)