

**DEPARTMENT OF AGING**

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**PROGRAM MEMO**

TO: AREA AGENCIES ON AGING DIRECTORS	NO.: <b>PM 08-22 (P)</b>
SUBJECT: Fiscal Year 2007-08 Health Insurance Counseling and Advocacy Program Closeout Process and Revised HICAP Financial Closeout Report (CDA 230)	DATE ISSUED: July 24, 2008
REVISED	EXPIRES:
REFERENCES: PM 08-02 (P)	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"/> Other: Health Insurance Counseling and Advocacy Program	
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>Annual Reporting Requirements</u>	
INQUIRIES SHOULD BE DIRECTED TO: Assigned AAA-Based Team Fiscal Specialist	

The purpose of this Program Memorandum (PM) is to transmit the revised Health Insurance Counseling and Advocacy Program (HICAP) Closeout Report (CDA 230) form and instructions for its completion and to remind Area Agencies on Aging (AAA) of the due date to submit the CDA 230.

**HICAP Financial Closeout Report (CDA 230)**

The CDA 230 was revised to include a place to report State Health Insurance Program (SHIP) Rural funds and Mental Health Dual Beneficiary Part D Outreach/Training/Other costs, and to eliminate separate funding categories for the Medicare Modernization Act (MMA).

The following is a summary of the changes made to the CDA 230 report:

- Page 1 – HICAP Expenditure Summary was revised to remove HICAP MMA Funding lines. MMA funding has been merged with HICAP Reimbursement, HICAP Fund, and federal SHIP program funds.

Mental Health Dual Beneficiary Part D Outreach/Training/Other costs line has been added. AAA's are required to expend a minimum of five percent of their SHIP federal grant funding on activities in support of one-on-one pharmaceutical benefits (Part D)

counseling to dual eligible beneficiaries with mental illness. (See PM 08-02, dated January 28, 2008).

- Page 2 – HICAP Contracted Services Expenditures was revised to remove HICAP MMA Funding columns.
- Page 3 – HICAP MMA Expenditures page was removed. Reporting specific costs associated with MMA funds is no longer required.

As part of the closeout review process, the California Department of Aging (CDA) will identify funds owed to CDA or due to the AAA. Funds due to the AAA will be processed by CDA following approval of the CDA 230. The information reported on the CDA 230 must be accurate, complete, and timely. It is subject to review by CDA's Audit Branch and will be kept on file at CDA until an audit has been completed and resolved.

### Due Dates

One copy of the completed CDA 230 **with an original signature** must be received by **August 15, 2008**, to allow sufficient time for review and approval. The signed copy should be submitted by the due date and addressed to your respective AAA-Based Team Fiscal Specialist and sent to:

California Department of Aging  
1300 National Drive, Suite 200  
Sacramento, California 95834

**The closeout report must also be e-mailed as an attachment to the team public e-mail addresses to expedite processing.** Computer files for the revised CDA 230 will be e-mailed to all AAA Fiscal Officers simultaneously with the distribution of this PM.



Lynn Daucher  
Director

Attachments