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NEW YORK STATE  
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE  
40 NORTH PEARL STREET  
ALBANY, NY 12243-0001

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Commissioner

## Local Commissioners Memorandum

<b>Transmittal:</b>	06-LCM-12
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Office of Budget, Finance and Data Management
<b>Date:</b>	November 15, 2006
<b>Subject:</b>	Long Term Care Point of Entry Program
<b>Suggested Distribution</b>	Accounting Supervisors
<b>Contact Person(s):</b>	Any programmatic questions concerning this release should be directed to: Gail Koser (518) 474-6096 <a href="mailto:gail.koser@ofa.state.ny.us">gail.koser@ofa.state.ny.us</a>  Any fiscal claiming questions should be directed to: Regions 1-4: Carolyn Oleyourryk 1-800-343-8859, ext. 4-7549 or (518) 474-7549 <a href="mailto:Carolyn.Oleyourryk@otda.state.ny.us">Carolyn.Oleyourryk@otda.state.ny.us</a> Region 5: Michael Borenstein (631) 854-9704 <a href="mailto:Michael.Borenstein@otda.state.ny.us">Michael.Borenstein@otda.state.ny.us</a> Region 6: Marian Borenstein (212) 961-8250 <a href="mailto:Marian.Borenstein@otda.state.ny.us">Marian.Borenstein@otda.state.ny.us</a>
<b>Attachments:</b>	Attachment A: Long Term Care Point of Entry Allocation Amount
<b>Attachment Available On – Line:</b>	Yes

### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise the counties and New York City of \$4,619,000 in available State general funds for the development of a local Point of Entry (POE) that will provide a consumer centered entry point for long term care services. This LCM also provides information on each county's and NYC's allocation, explains how the funds may be used, and describes the planning and claiming requirements.

### II. Background

Each jurisdiction submitted applications for the development of a local Point of Entry as a result of a joint letter dated May 5, 2006 from the NYS Office for the Aging and the NYS Department of Health. Each POE will provide a consumer centered entry point for

information about long term care and linkages to services that assist individuals of all ages with long term care needs.

### III. Program Implications

POE will be available to serve individuals who need long term care, their caregivers and those planning for future long term care needs, whether it is anticipated that public or private sources of payment will be used.

POE will be implemented in two phases. Phase One will establish local POEs to begin operation of POE functions, and Phase Two will transition POEs to fully operational status.

Phase One will provide the following core functions:

- Information
- Screening
- Public Education

Phase One includes the development of an infrastructure to support POE operations including staffing, local long term care planning and collaboration through the establishment of a Long Term Care Council (LTCC) and the initiation of program operations to begin implementation of the Phase One core functions.

**Information and Assistance:** Comprehensive, objective information and support (as necessary) for individuals and their caregivers/families about all medical, non-medical (e.g., social adult day care, housing) and other community long term care services; institutional services; eligibility criteria, etc. to link them with the opportunities, services and resources available to help meet their particular needs.

**Screening:** A preliminary evaluation with the consumer and, if appropriate, his/her caregivers/family, to identify the individual's general social, medical and financial needs, and available service options and choices to meet these needs.

**Public Education:** Creation and promotion of ongoing education and awareness campaigns to the public about long term care, including long term care insurance. These activities should be sufficient to educate all residents about the point of entry in their community; the public education component assists consumers to prepare financially for their long term needs.

Each county has been allocated a specific amount of funds. See Attachment A, for Phase One allocations. The claiming instructions provided in this LCM are to be used for these Phase One expenditures.

Phase Two related instructions will be provided as this phase nears implementation.

Activities related to Medicaid eligibility, or Medicaid policy and planning should continue to be charged to the applicable Medical Assistance function codes.

### IV. Fiscal and Claiming

These State general funds are for expenditures related to the Point of Entry Program. These funds are available for allowable Point of Entry costs incurred during the period October 1, 2006 through September 30, 2007.

Reimbursement is available for eligible expenditures at 100% State reimbursement up to the amount of the county's/city's allocation. Until an acceptable method for identifying Medicaid related costs is developed, there are no Federal Medicaid funds to be claimed. The respective State agencies are discussing this issue with appropriate Federal officials and if an agreement is reached on the appropriate identification of a Federal share, we will notify the local entities.

These project expenditures should be identified as F17 functional costs and reported on the Schedule D "DSS Administrative Expenses Allocation and Distribution by Function and Program." These costs will carry forward to the Schedule D-17 "Distribution of Allocated Costs to Other Reimbursable Programs" (LDSS-3274) and be reported in a column labeled as Point of Entry. These costs will carry forward to a LDSS-3922 "Reimbursement Claim for Special Projects" also labeled as Point of Entry in the Project Name Box. Report these costs in the Administration Costs column on the appropriate lines. There are no available state funds for any associated A-87 costs and A-87 costs are funded at 100% local share. To receive reimbursement for POE expenditures, social services districts must sign the certification and submit the LDSS-3922 form to:

New York State Office of Temporary and Disability Assistance  
Bureau of Financial Services Claims Unit  
40 North Pearl Street, 14<sup>th</sup> Floor Section C  
Albany, New York 12243

Expenditures must be incurred by September 30, 2007 and final claims must be submitted no later than November 30, 2007.

Please refer to Fiscal Reference Manual (FRM), Volume 2, Chapter 3 for further LDSS-3922 instructions. Instructions for the Schedules D and D-17 are found in Volume 3 (Volume 4 for NYC) of the FRM in Chapters 7 and 18 respectively. The FRM is available on-line at <http://otda.state.ny.net/bfdm/>.

A copy of each LDSS-3922 must be sent to the Office for the Aging for their review to the following address:

Joanne Gianetto  
New York State Office for the Aging  
2 Empire State Plaza, 3<sup>rd</sup> Floor  
Albany, New York 12223-1251

The New York State Office for the Aging will be providing separate instructions regarding programmatic reporting and will be authorizing payments under the Point of Entry contracts.

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Issued By:

Name: Michael Normile

Title: Director

Division/Office: Office of Budget, Finance and Data Management

**Attachment A:  
Long Term Care Point of Entry Allocation Amount**

<b>County</b>	<b>Amount</b>
Albany County	\$75,000
Allegany County	\$52,000
Broome County	\$75,000
Cattaraugus County	\$57,000
Cayuga County	\$52,000
Chautauqua County	\$75,000
Chemung County	\$52,000
Chenango County	\$52,000
Clinton County	\$52,000
Columbia County	\$52,000
Cortland County	\$52,000
Delaware County	\$52,000
Dutchess County	\$75,000
Erie County	\$205,000
Essex County	\$52,000
Franklin County	\$62,000
Fulton County	\$52,000
Genesee County	\$52,000
Greene County	\$52,000
Herkimer County	\$52,000
Jefferson County	\$52,000
Lewis County	\$52,000
Livingston County	\$52,000
Madison County	\$52,000
Monroe County	\$200,000
Montgomery County	\$52,000
Nassau County	\$200,000
New York City	\$500,000
Niagara County	\$75,000
Oneida County	\$75,000
Onondaga County	\$200,000
Ontario County	\$52,000
Orange County	\$75,000
Orleans County	\$52,000
Otsego County	\$52,000
Putnam County	\$52,000
Rensselaer County	\$75,000
Rockland County	\$75,000
St. Lawrence County	\$52,000
Saratoga County	\$75,000
Schenectady County	\$75,000
Schoharie County	\$52,000
Schuyler County	\$52,000
Seneca County	\$52,000

Steuben County	\$52,000
Suffolk County	\$200,000
Sullivan County	\$52,000
Tioga County	\$52,000
Tompkins County	\$52,000
Ulster County	\$75,000
Warren/Hamilton Counties	\$104,000
Washington County	\$52,000
Wayne County	\$52,000
Westchester County	\$200,000
Wyoming County	\$52,000
Yates County	\$52,000
<b>Total</b>	<b>\$4,619,000</b>