



OFFICE OF THE SECRETARY  
208 Hurricane Lane, Suite #103  
Williston, Vermont 05495-2069

December 28, 2012

Mr. Robert Aaronson  
Director, Division of Cost Allocation  
Department of Health and Human Services  
26 Federal Plaza, Room 41-122  
New York, NY 10278

Dear Mr. Aaronson:

Below you will find various amendment notifications for cost allocation plans within the Vermont Agency of Human Services. These updates are effective October 1, 2012.

Agency of Human Services Central Office (AHSCO)

The Agency of Human Services Central Office (AHSCO) has identified new program codes appearing in VISION data. While these program codes have been added to the narrative and highlighted in red, we have included a chart of these additions below:

Plan Dept.	Plan Dept. Name	Allocation Method
41701.1	Exchange Level 2 IT Staff and Operating	Per Approved Health Enterprise IAPD
41704.1	Exchange Level 2 Non-IT Staff and Operating	Per Approved Health Enterprise IAPD
37534.1	Refugee Elders Collaborative	Direct to Refugee Elders Grant
37966.1	SerVermont – Water wheel	Direct to SerVermont

The Agency of Human Services Central Office (AHSCO) has updated program codes appearing in VISION data. While these program codes have been updated in the narrative and highlighted in red, we have included a chart below:

Plan Dept.	Plan Dept. Name	Allocation Method
88888.5	AAG's Office - DVHA	Result of Legal Time Study
41607.1	VIEWS – DDI Eligibility & Enrollment	Per Approved Health Enterprise IAPD
41617.1	HCR ONC HIT 3013 (HIE)	Per Approved Health Enterprise IAPD
41618.1	SOA Infrastructure Components - Staff	Per Approved Health Enterprise IAPD
41640.1	ICD-10 Staff Costs	Direct to ICD-10 IAPD
41642.1	MES DDI Staff Design, Development and Implementation and IV+V	Per Approved Health Enterprise IAPD
41693.1	HIT: Implementation & Operations Staff	Per Approved Health Enterprise IAPD

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Plan/Dept.	Plan/Dept. Name	Allocation Method
41696.1	Health Insurance Exchange Level 1 Non-IT Staff and Operating	Per Approved Health Enterprise IAPD
37445.1	Rent/Utilities/Tax-St Jay St Johnsbury	Direct to Administrative Funds

The Agency of Human Services Central Office (AHSCO) has deleted program codes previously appearing in VISION data. While these program codes have been lined-through in the narrative and highlighted in red, we have included a chart below:

Plan/Dept.	Plan/Dept. Name	Allocation Method
37418.1	Rent-Chelsea	Direct to Administrative Funds
37480.1	Pest Control-Middlebury	Direct to Administrative Funds

Department for Children and Families (DCF)

The Department for Children and Families (DCF) has identified a new program code appearing in VISION data. While this program code has been added to the narrative and highlighted in red, we have included a chart of this addition below:

Plan/Dept.	Plan/Dept. Name	Allocation Method
41181	SNAP New Investment	Direct to State Fund
44250	GMP Weatherization	Direct to GMP special funds.
40575	Child Care Quality Improvement	Direct to VDOL grant

The Department for Children and Families (DCF) has updates in narrative wording only with no change in the actual allocation method for the following:

Plan/Dept.	Plan/Dept. Name	Allocation Method
41211	Operations Oversight and ADPC Staff Operations (ADPC)	Employee Salaries Across Economic Services (including field services)
44345	Utility Eligibility	Direct to Utility Eligibility

The Department for Children and Families (DCF) has deleted program codes previously appearing in VISION data. While these program codes have been lined-through in the narrative and highlighted in red, we have included a chart below:

Plan/Dept.	Plan/Dept. Name	Allocation Method
40530.7	Guardianship Assistance Maintenance Payments	Direct to Permanent Guardianship
41612	MMIS IV & V	Direct to MMIS IV&V
41614	VIEWS IV & V	Direct to MMIS and VIEWS

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Department of Disabilities, Aging and Independent Living

The Department of Disabilities, Aging and Independent Living (DAIL) has identified a new program code appearing in VISION data. While this program code has been added to the narrative and highlighted in red, we have included a chart of this addition below:

Plan Dept	Plan Dept Name	Allocation Method
43972	ADRC Options Counseling – AoA Enhanced Part A	Direct to ADRC Options Counseling – AoA Enhanced Part A
43972	AoA Enhanced ADRC Options Counseling Part A	Direct to AoA Enhanced Options Counseling Part A

The Department of Disabilities, Aging and Independent Living (DAIL) has new or updated program codes appearing in VISION data. While this program code has been updated in the narrative and highlighted in red, we have included a chart below:

Plan Dept	Plan Dept Name	Allocation Method
41607	VIEWES – Eligibility and Enrollment	Per Approved Health Enterprise IAPD
41618	SOA Infrastructure Components	Per approved Health Enterprise IAPD
41607	VIEWES – Eligibility and Enrollment	Per Approved Health Enterprise IAPD

Department of Vermont Health Access (DVHA)

The Department of Vermont Health Access (DVHA) has identified new program codes appearing in VISION data. While all these program codes have been added to the narrative and highlighted in red, we have included a chart of these additions below:

Plan Dept	Plan Dept Name	Allocation Method
<b>41622.102</b>	CHIPRA – Maine QA	Quarterly Enrollment for Global Commitment, Choices for Care, CHIP, and All Other benefiting -Programs
<b>41761</b>	Non-IT Exchange staff (Medicaid Allocable) Level 1	Per Approved Health Enterprise IAPD
<b>41762</b>	Non-IT Exchange contractual (Medicaid Allocable) Level 1	Per Approved Health Enterprise IAPD
<b>41763</b>	Non-IT Exchange staff (Medicaid Allocable) Level 2	Per Approved Health Enterprise IAPD
<b>41764</b>	Non-IT Exchange contractual (Medicaid Allocable) Level 2	Per Approved Health Enterprise IAPD

Vermont Department of Health (VDH)

The Department of Vermont Health Access (VDH) has identified new program codes appearing in VISION data. Programs in this category are new and are 100% federally funded. While all these program codes have been added to the narrative and highlighted in red, we have included a chart of these additions below:

Plan Dept	Plan Dept Name	Allocation Method
39719	WIC MIS Planning & Implementation	Direct to WIC MIS Planning & Implementation

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

The Vermont Department of Health (VDH) has identified new program codes appearing in VISION data. While all these program codes have been added to the narrative and highlighted in red, we have included a chart of these additions below:

Plan Dept.	Plan Dept. Name	Allocation Method
41618	<del>CMS IAPD Infrastructure</del> SOA Infrastructure Components- Staff	Direct to <del>CMS IAPD Infrastructure</del> Per Approved Health Enterprise IAPD

The Vermont Department of Health (VDH) has updated a program code appearing in VISION data. Programs in this category have been updated but have no adverse federal impact. While this program code has been updated in the narrative and highlighted in red, we have included a chart below:

Plan Dept.	Plan Dept. Name	Allocation Method
39240	HAI and Flu Surveillance	Direct to ACA Epi Lab Capacity
39154	Food Protection Task Force	Direct to Food Protection Task Force

The Vermont Department of Health (VDH) has deleted program codes previously appearing in VISION data. While these program codes have been lined-through in the narrative and highlighted in red, we have included a chart below:

Plan Dept.	Plan Dept. Name	Allocation Method
<del>39337</del>	<del>Health Alert Network "E"</del>	<del>Direct to Bioterrorism Preparedness Grant</del>
<del>39343</del>	<del>Border Initiative</del>	<del>Direct to Bioterrorism Preparedness Grant</del>
<del>39166</del>	<del>Bioterrorism Preparedness Information "F"</del>	<del>Direct to Bioterrorism Preparedness Grant</del>
<del>39608</del>	<del>CYSHN Integration</del>	<del>Direct to CYSHN.</del>

Department of Mental Health

The Department of Mental Health (DMH) has identified updated program codes appearing in VISION data. While all these program codes have been updated to the narrative and highlighted in red, we have included a chart of these additions below:

Plan Dept.	Plan Dept. Name	Allocation Method
42304	Clinical Director	Total Cost of all Clinical Programs
42646	Emergency Mental Health for Adults	Direct to Adult Emergency Mental Health (Investment)
42763	CRT Community Support Services for Adults	Direct to Community Rehab and Treatment (CRT Investment)
42769	Recovery Housing	Direct to Recovery Housing – MCO Investment (CRT)
42778	Employment Development Initiative Grant	Direct to Employment Development Initiative (Investment)
42645	Emergency Mental Health for Children	Direct to Children's Emergency Mental Health (Investment)

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

The Department of Mental Health (DMH) has identified new program codes appearing in VISION data. While all these program codes have been added to the narrative and highlighted in red, we have included a chart of these additions continued below:

Plan Dept	Plan Dept Name	Allocation Method
42913	Duxbury Residential Program	Direct to GC
42914	Morrisville Facility Lease	Direct to GC
42915	Secure Residential Lease	Direct to GC
42920	Admin & Gen/Exec/BO/QA	Direct to GC
42921	Adult Gen Routine Psych Care	Direct to GC
42922	Social Service Admin/Vol & Lib	Direct to GC
42923	Medical Records	Direct to GC
42924	Nursing Administration	Direct to GC
42925	Nursing Ed	Direct to GC
42926	Ancillary & Laboratory Services	Direct to GC
42927	Occupational Therapy	Direct to GC
42928	Physical Therapy	Direct to GC
42929	Pharmacy	Direct to GC
42930	Housekeeping	Direct to GC
42931	Dietary	Direct to GC
42932	Barber/Beauty shop	Direct to GC

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

## **Cost Impact Assessment**

**Category 1** – Programs in this category are administrative allocations used to accurately reflect costs to federal benefiting programs across AHS. Overall there will be no federal effect with these new programs.

**Category 2** - Programs in this category are used to identify new grants 100% federally funded.

**Category 3** – Programs in this category are new or have been updated but have no adverse federal impact.

**Category 4** – Program codes being moved from one Planned Department category to another with no changes in funding.

**Category 5** – Updates in this category do have an adverse affect on federal funding.

**Category 6** – Updates in narrative wording only with no change in the actual allocation method.

**Category 7** – Deleted program. Program has expired or been terminated.

*Note: All other program code changes identified in red on the CAP narrative are narrative updates only and have no impact on funding.*

### **Agency of Human Services Central Office (AHSCO)**

The Agency of Human Services Central Office (AHSCO) has made the following changes to the Cost Allocation Plan this quarter.

**Category 3** - Programs in this category are new but have no adverse federal impact.

- 41701.1 - Exchange Level 2 IT Staff and Operating
- 41704.1 - Exchange Level 2 Non-IT Staff and Operating
- 37534.1 - Refugee Elders Collaborative
- 37966.1 - SerVermont – Water wheel

**Category 6** - Updates in narrative wording only with no change in the actual allocation method.

- 88888.5AAG's Office - DVHA
- 41607.1 - VIEWS – DDI Eligibility & Enrollment
- 41617.1 - HCR ONC HIT 3013 (HIE)
- 41618.1 - SOA Infrastructure Components - Staff
- 41640.1 - ICD-10 Staff Costs
- 41642.1 - MES DDI Staff Design, Development and Implementation and IV+V
- 41693.1 - HIT: Implementation & Operations Staff
- 41696.1 - Health Insurance Exchange Level 1 Non-IT Staff and Operating
- 37445.1 - Rent/Utilities/Tax-St Jay St Johnsbury

**Category 7** - Deleted program. Program has expired or been terminated

- 37418.1 - Rent-Chelsea
- 37480.1 - Pest Control-Middlebury

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Department for Children and Families (DCF)

The Department for Children and Families (DCF) has made the following changes to the Cost Allocation Plan this quarter.

**Category 3** – Programs in this category are new but have no adverse federal impact.

- 41181 - SNAP New Investment
- 44250 - GMP Weatherization
- 40575 - Child Care Quality Improvement

**Category 6** - Updates in narrative wording only with no change in the actual allocation method

- 41211 - Operations Oversight and ADPC Staff Operations (ADPC)
- 44345 - Utility Eligibility

**Category 7** – Deleted program. Program has expired or been terminated.

- 40530.7 - Guardianship Assistance Maintenance Payments
- 41612 - MMIS – IV & V
- 41614 - VIEWS – IV & V

Department of Disabilities, Aging and Independent Living

The Department of Disabilities, Aging and Independent Living (DAIL) has made the following changes to the Cost Allocation Plan this quarter.

**Category 3** – Programs in this category are new but have no adverse federal impact.

- 43972 - ADRC Options Counseling – AoA Enhanced Part A
- 43972 - AoA Enhanced ADRC Options Counseling Part A

**Category 6** - Updates in narrative wording only with no change in the actual allocation method

- 41607 - VIEWS – Eligibility and Enrollment
- 41618 - SOA Infrastructure Components
- 41607 - VIEWS – Eligibility and Enrollment

Department of Vermont Health Access (DVHA)

The Department of Vermont Health Access (DVHA) has made the following changes to the Cost Allocation Plan this quarter.

**Category 3** – Programs in this category are new but have no adverse federal impact.

- 41622.102 - CHIPRA – Maine QA
- 41761 - Non-IT Exchange staff (Medicaid Allocable) Level 1
- 41762 - Non-IT Exchange contractual (Medicaid Allocable) Level 1
- 41763 - Non-IT Exchange staff (Medicaid Allocable) Level 2
- 41764 - Non-IT Exchange contractual (Medicaid Allocable) Level 2

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

Vermont Department of Health (VDH)

The Vermont Department of Health (VDH) has made the following changes to the Cost Allocation Plan this quarter.

**Category 2** – Programs in this category are used to identify new grants 100% federally funded.

- 39719 - WIC MIS Planning & Implementation

**Category 3** – Programs in this category are new but have no adverse federal impact

- 41618 - CMS-IAPD-Infrastructure SOA Infrastructure Components- Staff

**Category 6** – Updates in narrative wording only with no change in the actual allocation method

- 39240 - HAI and Flu Surveillance
- 39154 - Food Protection Task Force

**Category 7** – Deleted program. Program has expired or been terminated.

- 39337 - Health Alert Network "E"
- 39343 - Border Initiative
- 39166 - Bioterrorism Preparedness Information "F"
- 39608 - CYSHN Integration

Department of Mental Health (DMH)

The Vermont Department of Mental Health (DMH) has made the following changes to the Cost Allocation Plan this quarter.

**Category 3** – Programs in this category are new but have no adverse federal impact.

- 42913 - Duxbury Residential Program
- 42914 - Morrisville Facility Lease
- 42915 - Secure Residential Lease
- 42920 - Admin & Gen/Exec/BO/QA
- 42921 - Adult Gen Routine Psych Care
- 42922 - Social Service Admin/Vol & Lib
- 42923 - Medical Records
- 42924 - Nursing Administration
- 42925 - Nursing Ed
- 42926 - Ancillary & Laboratory Services
- 42927 - Occupational Therapy
- 42928 - Physical Therapy
- 42929 - Pharmacy
- 42930 - Housekeeping
- 42931 - Dietary
- 42932 - Barber/Beauty shop

**Category 6** - Updates in narrative wording only with no change in the actual allocation method.

- 42304 - Clinical Director
- 42646 - Emergency Mental Health for Adults
- 42763 - CRT Community Support Services for Adults
- 42769 - Recovery Housing
- 42778 - Employment Development Initiative Grant
- 42645 - Emergency Mental Health for Children

\* With the October 1, 2005 implementation of the Global Commitment to Health 1115 Waiver, all administrative costs allocated to the Global Commitment Waiver are now claimed at the program rate.

We appreciate your cooperation. If you have any questions, please do not hesitate to contact Jim Giffin at (802) 871-3005.

Sincerely,



Douglas A. Racine  
Secretary  
Agency of Human Services

cc:

Al Johnson  
Ben Black  
Bill Kelly  
Brenda Fox-Howard  
Cara McSherry  
Carrie Hathaway  
Christine Brown  
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Jim Euber  
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Megan Vezina  
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Monica Light  
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Peter Bestenbostel  
Ray Stout  
Richard Donahey  
Rob Roberts  
Shannon Thompson  
Sherie Barbour  
Victoria Alberghini

## State and Local Cost Allocation Plans

### CERTIFICATION OF CENTRAL SERVICE COST ALLOCATION PLAN

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal dated December 28, 2012 to establish cost allocations or billings for the quarter ending December 31, 2012 are allowable in accordance with the requirements of OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments," and Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have accounted for consistently.

I declare that the foregoing is true and correct.

Vermont Agency of Human Resources  
Government Unit

  
Signature

James C. Giffin  
Name of Official

Agency Financial Operations Manager  
Title

December 28, 2012  
Date of Execution