



# State of Vermont

AGENCY OF HUMAN SERVICES

OFFICE OF THE SECRETARY  
103 South Main Street  
Waterbury, Vermont 05671-0204

December 22, 2005

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.

Agency of Human Services Central Office

The Agency of Human Services Central Office has one new program code appearing in VISION data for the quarter effective 10/1/05. This is identified below. Additionally, this has been added to the attached narrative and highlighted in red.

VISION Program Code	Title	Allocation Method
37532	Refugee School Impact	Direct to Refugee

Department for Children and Families (DCF)

The Department for Children and Families (DCF) has identified several new program codes appearing in VISION data for the quarter effective 10/1/05. While all these program codes have been added to the narrative and highlighted in red, we have included a chart of these additions below:

VISION Program Code	Title	Allocation Method
40615	Bright Futures	Direct to General Fund
41001	360 Peer Navigation	Direct to 360 Peer Navigation
41002	Service Coordination	Employee Salaries Across All Field Services
41003	Field Director Direct Service	Direct to General Fund
41004	High Risk Pool	Direct to General Fund
41006	Consumer Involvement	Employee Salaries Across All Field Services
41007	Warm and Welcoming	Employee Salaries Across All Field Services

Additionally, several program codes have been deleted from the narrative and are no longer needed. These are outlined below:

VISION Program Code	Title
40070.2	Permanency Consultant
41175	Food Stamps Management Evaluation
41215	AABD Medical Exams
41666	MMIS/HIPAA 90 Percent
41667	MMIS/HIPAA 75 Percent
44900	Supportive Housing

Two changes were also made to the narrative in response to questions posed by DCA. First, DCF investigated program code 41265 and identified it as Office of Child Support Usage in District Offices. The title for this program code and the accompanying description has been updated and highlighted in red in the narrative. Also, the allocation method for program code 41100 has changed to Direct to Social Security to follow the AAPDU in place.

Lastly, the indirect cost plan departments were consolidated from 19 to 7. The new indirect cost allocations for DCF are as follows:

Plan Department	Title	Allocation Method
10000.1	SWICAP - DCF	Employee Salaries for DCF
10000.2	AHS Secretary's Office	Employee Salaries for DCF
10000.3	Single Statewide Audit	Employee Salaries for DCF
10000.5	Legal Aid - TANF	Direct to TANF
10000.6	Legal Aid - SSBG	Direct to SSBG
10000.7	Human Service Board	Employee Salaries for DCF
10000.8	Attorney General's Office	Employee Salaries for DCF

Department of Disabilities, Aging and Independent Living

The Department of Disabilities, Aging and Independent Living (DDAIL) has identified several new program codes appearing in VISION data for the quarter effective 10/1/05. While all these program codes have been added to the narrative and highlighted in red, we have included a chart of these additions below:

VISION Program Code	Title	Allocation Method
39166	Bioterrorism Prepare Info	Direct to Bioterrorism Preparedness Grant
43955	Global Commitment – CNOM	Direct to Global Commitment - CNOM
43956	Senior Center Earmark	Direct to Senior Center Grant
43954	Corrections Disability Tracking	Direct to Corrections SSA Billing
43957	DOE -State Improvement Grant	Direct to State Improvement Grant
43330	Home Health Hotline	Direct to Medicare (XVIII Funds)
44441	Training	Direct to Medicare XVIII Non-SNF and Medicare XVIII LTC

DDAIL has also identified a number of programs that required program code changes. These programs (listed below) retained the same title and allocation method but the actual program code used to identify the program changed between this quarter and last quarter. These changes have also been added to the narrative and highlighted in red.

VISION Program Code	Title	Allocation Method
43010	Commissioner's Office - Department Administration	Salary Dollars less Attendant Services Salaries to Div. & Total Cost to Plan Dept. w/in Divs.
43999	National Governor's Association	Direct to National Governor's Association
55551	Consultants	Ratio of Total Direct Program Funds Expended in Quarter
55555	Communication	Ratio of Total Direct Program Funds Expended in Quarter
66662	Equipment	Ratio of Total Direct Program Funds Expended in Quarter

DDAIL has made several changes to allocation methods for programs. These allocation methods will be effective as of 10/1/05. While all these allocation methods have been added to the narrative and highlighted in red, we have included a chart of these changes below:

VISION Program Code	Title	Allocation Method
10000	SWICAP	Salary Dollars less Attendant Services Salaries to Div. & Total Cost to Plan Dept. w/in Divs.
10002	Attorney General's Office	Salary Dollars less Attendant Services Salaries to Div. & Total Cost to Plan Dept. w/in Divs.
11111	AHS Indirect Cost	Salary Dollars less Attendant Services Salaries to Div. & Total Cost to Plan Dept. w/in Divs.
33333	Secretary's Office	Salary Dollars less Attendant Services Salaries to Div. & Total Cost to Plan Dept. w/in Divs.
37200	Single State Audit	Salary Dollars less Attendant Services Salaries to Div. & Total Cost to Plan Dept. w/in Divs.
37220	Human Services Board	Salary Dollars less Attendant Services Salaries to Div. & Total Cost to Plan Dept. w/in Divs.
43010	Commissioner's Office - Department Administration	Salary Dollars less Attendant Services Salaries to Div. & Total Cost to Plan Dept. w/in Divs.
43999	National Governor's Association	Direct to National Governor's Association
43040	DDAS –Community Programs & Development Unit Admin/Leave Time	Percent of Salary Dollars Directly Charged in the Community Programs & Development Unit)
43531	AAA Congregate Meals III-C-1	Direct to AAA Cong. Meals & State Plan/Admin
43550	AAA General Fund-Transportation	Allocated to Food & Nutrition Services based on cost of the program for the quarter & then allocated proportionately to the Title III programs based upon Title III total costs in the quarter
43970	Ombudsman State General Fund	Direct to Admin on Aging Support Services III-B
43630	Mobile Low Vision Grant Title VII	Direct to Mobile Low Vision
43700	Employee Assistance	Direct to Employee Assistance
37700	Medicaid Grant	Direct to Medicaid Admin 75% & State General Fund
43170	LTC – Multi, Licensure of Nursing Facilities	Allocation between S&C State General Fund, XVIII, XIX, & State based on Homes Certification per Surveys & Certification Policies
43260	NATAC Admin & Registry	Direct to NATCEP Admin & Registry & S&C Medicare XVIII LTC

DDAIL has made changes to the titles of several programs, making them more clearly describe the programs. While all these program title changes have been added to the narrative and highlighted in red, we have included a chart of these changes below:

VISION Program Code	Title	Allocation Method
33333	Secretary's Office	Salary Dollars less Attendant Services Salaries to Div. & Total Cost to Plan Dept. w/in Divs.
43040	DDAS –Community Programs & Development Unit Admin/Leave Time	Percent of Salary Dollars Directly Charged in the Community Programs & Development Unit
43970	Ombudsman State General Fund	Direct to Admin on Aging Support Services III-B
37700	Medicaid Grant	Direct to Medicaid Admin 75% & State General Fund
43260	NATAC Admin & Registry	Direct to NATCEP Admin & Registry & S&C Medicare XVIII LTC

DDAIL also has a new plan department. The DDAIL Commissioner's Office Plan Department oversees and enables DDAIL to meet its mission: assist older Vermonters and people with disabilities to live as independently as possible; assist people with disabilities to find and maintain meaningful employment; assure quality of care and life to individuals receiving health care services from licensed or certified health care providers; and protect vulnerable adults from abuse, neglect and exploitation. It is comprised of the Bioterrorism Preparedness Program, the Commissioner's Office-Department Administration Program and the National Governor's Association Program.

Office of Vermont Health Access (OVHA)

The Office of Vermont Health Access (OVHA) has identified several new program codes appearing in VISION data for the quarter effective 10/1/05. These new program codes were created specifically to eliminate the need for manual adjustments done during the CAP process to separate cost within one program code by applicable FFP rate. Elimination of these adjustments would have zero impact on the final results of the cost allocation plan. While all these program codes have been added to the narrative and highlighted in red, we have included a chart of these additions below:

VISION Program Code	Title	Allocation Method
41058	Quality Review Contract	Direct to FFP 50%
41091	Non-SPMP	Direct to FFP 50%
41121	EDS Contracts	Direct to FFP 75%
41431	GEARWEAR	Direct to Medical Services Grant
41661	VHAP Uninsured	Direct to Medical Services Grant

Vermont Department of Health (VDH)

The Department of Health (VDH) has identified new program codes appearing in VISION data for the quarter effective 10/1/05. While all these program codes have been added to the narrative and highlighted in red, we have included a chart of these additions below:

VISION Program Code	Title	Allocation Method
39002	Administration - Departmental less VSH	Relative Share of Department Salaries minus VSH
39130	Terrorism Task Force	Direct to Bioterrorism Preparedness Grant
39601	FIT Payments for Medicaid	Direct to Part C
39867	Payment to Provider Non Resident Non Block grant	Direct to Payment to Provider Non Resident Non Block grant
39884	Transitional Housing	Direct to SABG

Program code 39002 was created as a new code for administration staff to use when they were supporting programs within the Department of Health with no connection to the Vermont State Hospital (VSH). For the creation of program code 39002 we have rerun the QE 9/30/2005 cost allocation plan and are providing a revenue estimate in conjunction with this amendment

submission. VDH also updated the allocation methods for two programs. Program code 39863 is now sent Direct to Tobacco Settlement and program code 39119 is now sent Direct to Childhood Lead Poisoning Prevention.

We appreciate your cooperation. If you have any questions, please do not hesitate to contact Ira Sollace at (802) 241-2949.

Sincerely,

Michael K. Smith  
Secretary  
Agency of Human Services

cc: Ira Sollace  
Allan Merritt  
Shirley Dow  
Bill Kelly  
Dawn Hutchins  
Marcel Rocheleau  
Carol Messier  
Mike Mooridian  
Patrick Burke  
Hugh McCaslin

Larry Lamson  
Tanya Donaghy  
Jim Giffin  
Victoria Evans  
Kevin O'Connell  
Jim Mall  
Rob Roberts  
Gary Leach  
Marcey Hodgdon  
Heidi Hall