



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

June 27, 2008

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 (AHSCO)

The Agency of Human Services Central Office (AHSCO) 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 below:

Plan Dept.	Plan Dept. Name	Allocation Method
1002.2	Single Audit-State Auditors Office Financial Statement and Internal Controls along with OMB A-133 Compliance Reviews	Audit cost for Financial Statement and Internal Controls is allocated to all Departments based allocations provided by the State Auditors Office. Compliance costs are allocated to all federal programs based on the specific number of State Auditors Office contractor staff hours billed to each CFDA number.

The Agency of Human Services Central Office (AHSCO) has updated program codes appearing in VISION data. While all 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
1000.1	SWICAP- DCF-Family Services	Directly charged to DCF
1000.2	SWICAP- DCF-Economic Services	Directly charged to DCF
1000.6	SWICAP- DAIL	Directly charged to DAIL
22222.1	Equipment Usage	Cost is allocated to be the same as the staff person receiving that piece of equipment.
37040.1	Agency Chief Fiscal Officer	Results of Financial AHS Time Study
37013.1	Health Care Integrated Unit	Direct to Medicaid Administration

\* 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
37101.1	Director of Health Care Operations, Compliance and Improvement.	Direct to Medicaid Administration
37308.1	Division of Rate Setting	Direct to Global Commitment

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

Plan Dept.	Plan Dept. Name	Allocation Method
<del>37100.1</del>	<del>Planning Division Professional Staff</del>	<del>Number of Staff Across AHS.</del>

Department for Children and Families (DCF)

The Department for Children and Families (DCF) 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
40337	Title V Community Grants	Direct to JJDP
41432	Reach First	Direct to TANF

The Department for Children and Families (DCF) has updated several program codes appearing in VISION data. While all these program codes have been updated in the narrative and highlighted in red, we have included a chart of these additions below:

Plan Dept.	Plan Dept. Name	Allocation Method
10000.3	<del>Single Statewide Audit Financial Statement and Internal Control Audit Expenses</del>	The percentage of salaries in DCF compared to the total of all salaries in DCF (not including fringe).
41030	<del>General IT Support Staff-DCF Information Services Staff</del>	<del>Economic Services IT Time Study</del> DCF Information Services Division Time Study
40633	<del>Child Development - TANF-MOE Only - State Funded</del>	Direct to TANF MOE State Funded

Department of Disabilities, Aging and Independent Living

The Department of Disabilities, Aging and Independent Living has made no changes to their Cost Allocation Plan Narrative this quarter:

Office of Vermont Health Access (OVHA)

The Office of Vermont Health Access (OVHA) has identified a new program codes appearing in VISION data. While this program code has been added to the narrative and highlighted in red, we have included a chart below:

Plan Dept.	Plan Dept. Name	Allocation Method
41620.118	Refugee Program	Direct to Non-Waiver

\* 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 Office of Vermont Health Access (OVHA) has updated program codes appearing in VISION data. While all these program codes have been updated in the narrative and highlighted in red, we have included a chart below:

<b>Plan Dept</b>	<b>Plan Dept Name</b>	<b>Allocation Method</b>
<b>41085.101</b>	DUR/MAB Board	Time Attested, within Pharmacy Unit, for Global Commitment, SCHIP and Other Related Programs (41085 and 41488)
<b>41486.101</b>	Director's Office	Time Attested, across OVHA, for Global Commitment, SCHIP and Other Related Programs (41486)
<b>41487.101</b>	Data Management Unit	Time Attested for Global Commitment, SCHIP and Other Related Programs (41487)
<b>41488.101</b>	Pharmacy Unit	Time Attested for Global Commitment, SCHIP and Other Related Programs (41085 and 41488)
<b>41489.101</b>	Health Program Integration	Time Attested for Global Commitment, SCHIP and Other Related Programs (41489)
<b>41490.101</b>	Clinical Unit	Time Attested for Global Commitment, SCHIP and Other Related Programs (41490)
<b>41491.101</b> <b>41491.201</b>	Field Services	Time Attested for Global Commitment, SCHIP and Other Related Programs (41491)  SPMP (.201) Time Claimed Via Separate Time Attestations at 75%
<b>41492.101</b>	Information Technology	Time Attested for Global Commitment, SCHIP and Other Related Programs (41492)
<b>41493.101</b>	Provider Relations & Communications Unit	Time Attested for Global Commitment, SCHIP and Other Related Programs (41493)
<b>41494.101</b>	Provider Reimbursement	Time Attested for Global Commitment, SCHIP and Other Related Programs (41494)
<b>41495.101</b>	Policy and Reporting	Time Attested for Global Commitment, SCHIP and Other Related Programs (41495)
<b>41496.101</b>	Coordination of Benefits	Time Attested for Global Commitment, SCHIP and Other Related Programs (41496)
<b>41497.101</b>	Administrative Services	Time Attested, across OVHA, for Global Commitment, SCHIP and Other Related Programs (41497)
<b>41498.101</b>	Surveillance and Utilization Review (SURS)	Time Attested for Global Commitment, SCHIP and Other Related Programs (41498)

\* 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
41615.115 41615.116	Buy-in Part A	Actual Charges Incurred for Global Commitment and/or Other Related Programs (41615)

The Office of Vermont Health Access (OVHA) has deleted a program code previously appearing in VISION data. While this program code has been lined-through in the narrative and highlighted in red, we have included a chart below:

Plan Dept.	Plan Dept. Name	Allocation Method
41054.1	Ciber Global Clinical Record	Funding spread based on percentage of units provided under Global Commitment, Choices for Care, DSH, SCHIP, and all other related programs
41054.3	Ciber Global Clinical Record	Direct to Ciber Global Clinical Record Operations at 90%
41058.1	Quality Review Contracts	Funding spread based on percentage of units provided under Global Commitment, Choices for Care, DSH, SCHIP, and all other related programs
41067.1	HRSA Grant	Direct to HRSA Grant 100% federally grant funded
41090.1	Contracted Skilled Medical Professionals	Funding spread based on percentage of units provided under Global Commitment, Choices for Care, SCHIP, and all other related programs
41130.1	PSI/CSME Contract	Funding spread based on percentage of units provided under Global Commitment, Choices for Care, DSH, SCHIP, and all other related programs
41130.3	PSI/CSME Contract	Direct to PSI/CSME Contract Operations at 90%
41064.1	PACE Grant	Direct to PACE Grant. 100% federally grant funded.
41066.1	VT Community Depression Grant	Funding spread based on percentage of units provided under Global Commitment, Choices for Care, SCHIP, and all other related programs
41071.1	LISA Grant	Direct to LISA Grant. 100% federally grant funded
41072.1	SPAP Grant	Direct to SPAP. 100% federally grant funded.
41604.1	Ladies First	Direct to Global Commitment
41611.1	Medicaid Traditional	Funds are spread based on actual charges incurred to Global Commitment, Choices for Care, DSH, SCHIP, and/or all other related programs
41621.1	Medicaid PCPlus	Direct to Global Commitment

\* 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
41635.1	Medicare Part D	Direct to State Funds
41651.1	Global Pharmacy – Non Medicare and VPharm 2	Direct to Global Commitment
41661.1	VHAP Uninsured	Direct to Global Commitment
41671.1	VHAP PCPlus	Direct to Global Commitment
41681.1	Global Pharmacy – Non Medicare and VPharm 1	Direct to Global Commitment
41691.1	VHAP Services	Direct to Global Commitment

Vermont Department of Health (VDH)

The Vermont Department of Health (VDH) has identified two 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
39606	Universal Newborn Hearing Screening	Direct to Universal Newborn Hearing Screening
39888	Opiate Treatment – Non-SAPT Block Grant	Direct to SAPT MOE non-grant.

The Vermont Department of Health (VDH) has updated a program code appearing in VISION data. While all 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
1000.2	Statewide Single Audit State Auditor's Office – Financial Statement & Internal Control Costs	Relative Share of Department Salaries

Department of Mental Health

The Department of Mental Health (DMH) has made no changes to the Cost Allocation Plan this quarter.

\* 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.

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 two changes to the Cost Allocation Plan this quarter.

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

- 1002.2 – Single Audit-State Auditors Office Financial Statement and Internal Controls along with OMB A-133 Compliance Reviews
- 1000.2 – SWICAP- DCF-Economic Services
- 1000.6 – SWICAP- DAIL
- 22222.1 – Equipment Usage
- 37040.1 – Agency Chief Fiscal Officer
- 37013.1 – Health Care Integrated Unit
- 37101.1 – Director of Health Care Operations, Compliance and Improvement.
- 37308.1 – Division of Rate Setting
- 37100.1 – Planning Division Professional Staff

### Department for Children and Families (DCF)

The Department for Children and Families (DCF) made updates to the narrative portion that serve only to clarify the language in the cost allocation plan. They do not result in any change in federal funding. Additionally, the following categories of updates were made.

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

- 40337 – Title V Community Grant
- 41432 – Reach First

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

- 10000.3 – Financial Statement and Internal Control Audit Expenses
- 40633 – Child Develop State Funded
- 41030 – DCF Information Services Staff

\* 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 made no changes to the Cost Allocation Plan this quarter.

Office of Vermont Health Access (OVHA)

The Office of Vermont Health Access (OVHA) has made the following changes this quarter:

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

- 41620.118 – Refugee Program
- 41085.101 – DUR/MAB Board
- 41486.101 – Director's Office
- 41487.101 – Data Management Unit
- 41488.101 – Pharmacy Unit
- 41489.101 – Health Program Integration
- 41490.101 – Clinical Unit
- 41491.101 – Field Services
- 41491.201 – Field Services
- 41492.101 – Information Technology
- 41493.101 – Provider Relations & Communications Unit
- 41494.101 – Provider Reimbursement
- 41495.101 – Policy and Reporting
- 41496.101 – Coordination of Benefits
- 41497.101 – Administrative Services
- 41498.101 – Surveillance and Utilization Review (SURS)
- 41615.115 – Buy-in Part A
- 41615.116 – Buy-in Part A
- 41641.115 – Buy-in Part B
- 41641.116 – Buy-in Part B
- 41641.117 – Buy-in Part B
- 41641.118 – Buy-in Part B
- 41054.1 – Ciber Global Clinical Record
- 41054.3 – Ciber Global Clinical Record
- 41058.1 – Quality Review Contracts
- 41067.1 – HRSA Grant
- 41090.1 – Contracted Skilled Medical Professionals
- 41130.1 – PSI/CSME Contract
- 41130.3 – PSI/CSME Contract
- 41064.1 – PACE Grant
- 41066.1 – VT Community Depression Grant
- 41071.1 – LISA Grant
- 41072.1 – SPAP Grant
- 41604.1 – Ladies First
- 41611.1 – Medicaid Traditional
- 41621.1 – Medicaid PCPlus
- 41635.1 – Medicare Part D
- 41651.1 – Global Pharmacy – Non Medicare and VPharm 2
- 41661.1 – VHAP Uninsured

\* 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.

Office of Vermont Health Access (OVHA) (continued)

- 41671.1 – VHAP PCPlus
- 41681.1 – Global Pharmacy – Non Medicare and VPharm 1
- 41691.1 – VHAP Services

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.

- 39606 – Universal Newborn Hearing Screening

**Category 3** – Programs in this category are created or have been updated to facilitate the tracking of expenditures in an accurate fashion and have no federal impact.

- 39888 – Opiate Treatment – Non-SAPT Block Grant

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

- 1000.2 – Statewide Single Audit State Auditor's Office – Financial Statement & Internal Control Costs

Department of Mental Health (DMH)

The Department of Mental Health (DMH) has made no changes this quarter:

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

Sincerely,



Cynthia D. LaWare  
Secretary  
Agency of Human Services

cc:	Allan Merritt	Heidi Hall	Mary Jane Palmer
	Ben Black	Hugh McCaslin	Matt Riven
	Bill Kelly	Jill Gould	Patrick Burke
	Carol Messier	Jim Euber	Sherie Barbour
	Carrie Hathaway	Jim Giffin	Shirley Dow
	David Cohen	Jim Mall	Stacey Drinkwine
	Ed Dwinell	Joan Adams	
	Gary Leach	Mary Ann Alligood	

\* 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.

## State and Local Cost Allocation Plans

### CERTIFICATION OF CENTRAL SERVICE COST ALLOCATION PLAN

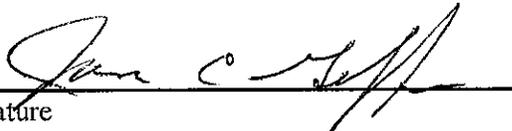
This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal [identify date] to establish cost allocations or billings for [identify period covered by plan] 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

6/24/2008  
Date of Execution