

## **I. Introduction**

The following narrative and supporting schedules represent the public assistance cost allocation plan (PCAP) for the State of Vermont, Agency of Human Services (AHS), Department of Aging and Independent Living (DAIL). DAIL is responsible for administering Title III funded programming, Section 110 programming and developmental disabilities case management services for the State of Vermont.

### ***DAIL Mission Statement***

The Department of Aging and Independent Living is the center of the Agency of Human Services' program management and policy development with respect to older persons and persons with disabilities. The Department has the following goals:

- Assist older persons and adults with physical disabilities to live as independently as possible.
- Assist persons with disabilities to find and maintain meaningful employment.
- Assure quality of care and life to individuals receiving health care and/or long term care services from licensed or certified health care providers and protect elderly and disabled adults from abuse, neglect and exploitation.

Within this document, we have included an overview of DAIL's organizational structure and a list of the specific functions performed by DAIL, referred to as plan departments or cost pools, and the allocation method for each function.

## **II. Organization**

The major programs at DAIL are organized under the following divisions:

**Division of Advocacy and Independent Living** - These activities center around developing, overseeing and enabling access to a system of services which assist older persons and persons with disabilities to live as independently as is possible. Includes overseeing a variety of services, such as nutrition, attendant care, homemaker, adult day, respite, transportation, benefits counseling, advocacy, service coordination, information and referral, and, and legal assistance.

**Blind and Visually Impaired** - These activities offer a wide range of vocational, independent living, social and advocacy services to individuals who are blind or visually impaired.

**Vocational Rehabilitation** - These activities are designed to assist persons with disabilities to obtain or maintain employment or independence consistent with their interests and abilities.

**Licensing and Protection** - These activities include the regulation of a variety of health care and residential facilities, and investigating adult abuse and/or neglect.

**Developmental Disabilities** - Helps children and adults with developmental disabilities and children with health impairments and/or physical disabilities to live as independently as possible within their family, home and community, acting as the appointed (public) guardian for some persons age 60 and over.

### III. Plan Departments and Allocation Methodologies

Plan Department 1:

#### State Wide Indirect Cost Allocation Plan (SWICAP)

Nature and Extent of Services: The State of Vermont, Agency of Human Services, negotiates the annual State Wide Indirect Cost Allocation Plan (SWICAP) with the Federal Government. The approved statewide indirect costs applicable to DAIL are included in the CAP and allocated to the appropriate benefiting objectives.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b> | <b>Description</b>                           | <b>Allocation Method</b>  |
|-------------------|------------------------|--|---|
|                   | SWICAP                 | DAIL Allocation of State Wide Indirect Costs | Salary Dollars less Attendant Services Salaries (for SWICAP)<br><br>(Department level indirect costs, Statewide costs (including Single Audit), and Agency costs are allocated to each division based on their share of Department wide salary costs excluding the Attendant Service Program salaries.) |
|                   | AHS Indirect Cost      | DAIL Allocation of State Wide Indirect Costs | Salary Dollars less Attendant Services Salaries (for SWICAP)  |
|                   | Commissioner's Office  | DAIL Allocation of Indirect Costs            | Salary Dollars less Attendant Services Salaries (for SWICAP)  |
|                   | Single State Audit     | DAIL Allocation of State Wide Indirect Costs | Salary Dollars less Attendant Services Salaries (for SWICAP)  |
|                   | Human Services Board   | DAIL Allocation of State Wide Indirect Costs | Salary Dollars less Attendant Services Salaries (for SWICAP)  |

Plan Department 1:

**State Wide Indirect Cost Allocation Plan (SWICAP) Cont.**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>          | <b>Description</b>   | <b>Allocation Method</b>                  |
|-------------------|---------------------------------|--|---|
|                   | National Governors' Association | Expenses associated with contract with the National Governors' Association | Direct to National Governors' Association |

Plan Department 2:

**Division of Advocacy and Independent Living**

Nature and Extent of Services: The Division of Advocacy and Independent Living develops, oversees and enables access to a system of services which assist older persons and persons with disabilities to live as independently as is possible. Its responsibilities include overseeing a variety of services, such as nutrition, attendant care, homemaker, adult day, respite, transportation, benefits counseling, advocacy, service coordination, information and referral, and legal assistance.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                      | <b>Description</b>   | <b>Allocation Method</b>   |
|-------------------|---|--|--|
|                   | DAIL Managers                               | Managers in the Division of Advocacy and Independent Living  | Percent of Salary Dollars Directly Charged (DAIL)<br><br>(Managers' salaries, fringe, and operating expenses will be aggregated and allocated to all direct program charges in the quarter based upon an aggregate percentage of salary dollars directly charged.) |
|                   | DAIL/DS Division Director and Support Staff | Expenses associated with the Division Director and Administrative Staff who have broad responsibilities for programs operated within the division. | Ratio of Total Direct Program Funds Expended in Quarter<br><br>Salary & Expenses of Division Director and Administrative Staff are allocated between the DAIL and the DS Divisions based on the salary dollars in each division.                                   |

Plan Department 2:

**Division of Advocacy and Independent Living (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>             | <b>Description</b>  | <b>Allocation Method</b>   |
|-------------------|------------------------------------|---|--|
|                   | DAIL Division Admin/Leave Time     | Expenses associated with the administrative and leave time for the DAIL Division.   | Percent of Salary Dollars Directly Charged (DAIL)<br><br>(Managers' salaries, fringe, and operating expenses will be aggregated and allocated to all direct program charges in the quarter based upon an aggregate percentage of salary dollars directly charged.) |
|                   | Medicaid Administration (37700)    | Staff and related expenses for administering Vermont's Home & Community Based Waivers under Section 1915(c) of the Social Security Act and other Medicaid State Plan Services. Includes grant payments to Designated Agencies at local level for Administration of HCB waiver and grant payments to Area Agencies on Aging for Medicaid outreach to elders. | Direct to Medicaid Admin 50%   |
|                   | Attendant Services Program (43050) | Staff and expenses related to administering the Attendant Services Program, a program providing attendants to elderly persons and persons with disabilities who manage their own care.  | Persons Served in Quarter By DAIL<br><br>(Allocated among OAA, General Fund, and Title XIX based upon the persons served in the quarter.)  |

Plan Department 2:

**Division of Advocacy and Independent Living (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                              | <b>Description</b>  | <b>Allocation Method</b>                              |
|-------------------|---|---|---|
|                   | Case Management (43060)                             | State staff time and expenses related to training program for case managers. Recipients of training are staff from the Area Agencies on Aging and Home Health Agencies. | Direct to III-E and Medicaid Admin 50%                |
|                   | State Health Insurance Program (43570)              | Area Agencies on Aging provide outreach and assistance to Medicare beneficiaries.   | Direct to State Health Insurance Program              |
|                   | Senior Farmers Market (43980)                       | Food Coupons to Seniors for use at Farmer's Markets   | Direct to Senior Farmers Market                       |
|                   | Robert Wood Johnson (43810)                         | Private Grant for housing related expenses  | Direct to Robert Wood Johnson                         |
|                   | Commodities Supplemental Food Program (39727)       | Delivery of Commodities to primarily Seniors  | Direct to Commodities Supplemental Food Program       |
|                   | DDHS Real Choices Grant (43950)                     | System Change Grant related to services for elders and persons with disabilities  | Direct to DDHS Real Choices Grant                     |
|                   | Elderly & Disabled Transportation (43992)           | Expenses related to a federal transportation grant  | Direct to Elderly & Disabled Transportation           |
|                   | CDC Grant (43990)                                   | Federal grant related to improving medical services for persons with disabilities   | Direct to CDC Grant                                   |
|                   | Dementia Grant (43520)                              | Federal related to services to families with dementia   | Direct to Dementia Grant                              |
|                   | Senior Community Service Employment Program (43991) | Federal Grant related to employment services for elders   | Direct to Senior Community Service Employment Program |
|                   | Older American's Act Grant (43930)                  | Grants for elders primarily to Area Agencies on Aging   | Direct to Older American's Act Grant                  |

Plan Department 2:

**Division of Advocacy and Independent Living (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>  | <b>Description</b>  | <b>Allocation Method</b>  |
|-------------------|---|---|---|
|                   | AAA Congregate Meals III-C1 (43531)   | Expenses related to grant for congregated meals                           | Direct to Title III-C1  |
|                   | Social Services Block Grant (37800)   | Portion of Adult Day Grants charged to SSBG                               | Direct to Social Services Block Grant   |
|                   | Medicaid Program (37710)  | Expenses for Adult Day and ASP Personal Care                              | Direct to Medicaid Program  |
|                   | Admin on Aging Support Services (III-B) (43530)                                 | Expenses related to admin on aging support services                       | Direct to Admin on Aging Support Services   |
|                   | Ombudsman Administered by VT Legal Aid  | Expenses related to legal aid portion of long-term care ombudsman program | Allocated by blended average of Medicaid paid care in nursing facilities and residential care facilities from the previous quarter multiplied by the percentage of complaints by residential setting. |
|                   | AAA Home Delivered Meals (III-C-2) (43532)                                      | Expenses related to Admin on Aging Home Delivered Meals                   | Direct to AAA Delivered Meals III-C-2   |
|                   | State Plan Administration and National Family Care Supplemental (III-E) (43890) | Activities related to administering OAA programs                          | Direct to Admin on Aging National Family Care Supplemental III-E  |
|                   | Ombudsman Title VII-E (43536)   | Expenses related to Ombudsman Title VII-E                                 | Direct to Ombudsman Title VII-E   |
|                   | AAA Abuse Prevention (III-D) (43535)  | Expenses related to Admin on Aging Abuse Prevention                       | Direct to Admin on Aging Abuse Prevention III-D   |
|                   | NSIP (43590)  | Expenses related to NSIP Grant  | Direct to NSIP Grant  |
|                   | Energy (43610)  | Expenses related to the Energy Outreach Grant                             | Direct to Energy Outreach Grant   |
|                   | Food and Nutrition Services (43600)   | Food stamp outreach   | Direct to Food and Nutrition Services   |

Plan Department 2:

**Division of Advocacy and Independent Living (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                         | <b>Description</b>   | <b>Allocation Method</b>                             |
|-------------------|--|--|--|
|                   | DAIL Transportation –Adult Day Centers (43820) | Expenses related to DAD Transportation                         | Direct to State General Fund                         |
|                   | AAA General Fund-Transportation (43550)        | Costs for program providing transportation services to seniors | Direct to Older American’s Grant                     |
|                   | AAA Preventative Health (43534)                | Expenses related to Admin on Aging Preventative Health         | Direct to Admin on Aging Preventative Health (43534) |
|                   | CMS Long Housing & Supports Grant              | Expenses related to the CMS Long Housing & Supports Grant      | Direct to CMS Long Housing & Supports                |
|                   | General Fund (43500)                           | Programs that are entirely State funded                        | Direct to State General Fund                         |

Plan Department 3:

**Division for the Blind and Visually Impaired**

Nature and Extent of Services: The Division for the Blind and Visually Impaired offers a wide range of vocational, independent living, social and advocacy services to individuals who are blind or visually impaired.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                            | <b>Description</b>  | <b>Allocation Method</b>  |
|-------------------|---|---|---|
|                   | Division Director and Staff                       | Expenses associated with the Division Director, the Casework Supervisor and Administrative Secretary who have broad responsibilities for programs operated within the division. | Ratio of Total Direct Program Funds Expended in Quarter (Blind and Visually Impaired)<br><br>(Cost of staff and associated operating that oversee grants programs are allocated on the ratio of total direct program funds expended during the quarter. This treatment allocates a share of indirect cost to all benefiting grant programs, regardless of whether the individual grant actually provides funding for this indirect cost.) |
|                   | Rehabilitation Training Grant (43640)             | Staff Training Grant  | Direct to Rehab Training Grant  |
|                   | Mobile Low Vision Grant (43630)                   | Grant for elders with low vision  | Direct to Mobile Low Vision Grant   |
|                   | Title VI-C (43660)                                | Supported Employment services   | Direct to Title VI-C  |
|                   | Independent Living Part B (43620)                 | Expenses related to the Independent Living grant  | Direct to Independent Living Grant (Blind)  |
|                   | Section 110 (Blind and Visually Impaired) (43650) | Expenses related to Section 110 grant   | Direct to Section 110 (Blind)   |
|                   | Innovation & Expansion                            | Expenses related to Section 110 grant.  | Direct to Section 110 (Blind)   |

Plan Department 3:

**Division for the Blind and Visually Impaired (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>  | <b>Description</b>                           | <b>Allocation Method</b>     |
|-------------------|-------------------------|--|------------------------------|
|                   | Vending & Other (43680) | Expenses related to Vending and Other grant. | Direct to Vending & Other    |
|                   | General Fund (43500)    | State funded programs                        | Direct to State General Fund |

Plan Department 4:

**Division of Vocational Rehabilitation**

Nature and Extent of Services: The Division of Vocational Rehabilitation assists persons with disabilities to obtain or maintain employment or independence consistent with their interests and abilities.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                                     | <b>Description</b>   | <b>Allocation Method</b>   |
|-------------------|--|--|--|
|                   | Division Director and Staff                                | Expenses associated with the Division Director, the Program Services Chief, Rehabilitation Coordinator, Systems Developer II, Administrative Secretary, and clerical support staff who have broad responsibilities for programs operated within the division.  | Ratio of Total Direct Program Funds Expended in Quarter (Voc Rehab)<br><br>(Cost of staff and associated operating that oversee grants programs are allocated on the ratio of total direct program funds expended. This treatment allocates a share of indirect cost to all benefiting grant programs, regardless of whether the individual grant actually provides funding for this indirect cost.) |
|                   | Regional Support Staff and General Operating Costs (43290) | Expenses incurred by the regional and district offices that support all activities within the region. This includes regional manager salaries and expenses; support staff salaries and expenses; and operating bills not directly attributable to an activity. | Ratio of Total Direct Program Funds Expended in Quarter by Regional Staff (Voc Rehab)<br><br>(Statewide VR Regional managers, support staff, and operating expenses will be allocated based upon the percentage of statewide regional office personal services and operating direct charged expenses charged to activities.)   |
|                   | Industrial Homework (43280)                                | Expenses associated with the industrial homework program.  | Persons Served in Quarter by Voc Rehab<br><br>(Allocated between 110 program and State program by the number of persons served in the quarter in each program.)  |

Plan Department 4:

**Division of Vocational Rehabilitation (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                     | <b>Description</b>  | <b>Allocation Method</b>                  |
|-------------------|--|---|---|
|                   | Assistive Technology Grant (43690)         | Federal Grant to help consumers receive information pertaining to assistive Technology and system changes | Direct to Assistive Technology Grant      |
|                   | Medicaid Administration                    | Salary and Expenses related to implementation of the TBI HCB Waiver                                       | Direct to Medicaid Admin 50%              |
|                   | Rehabilitation Training Grant (43760)      | Staff Training Grant  | Direct to Rehab Training Grant            |
|                   | Title VI-C (43700)                         | Direct expenses related to Supported Employment Grant   | Direct to Title VI-C                      |
|                   | Medicaid Infrastructure Grant (43900)      | Direct expenses related to the Grant  | Direct to Medicaid Infrastructure Grant   |
|                   | TBI Planning Grant (43960)                 | Direct expenses related to the Grant  | Direct to TBI Planning Grant              |
|                   | Voc Rehab Independent Living Grant (43750) | Direct expenses related to the Grant  | Direct to Independent Living Grant (VR)   |
|                   | RSA System Change Grant (43940)            | Direct expenses related to the Grant  | Direct to RSA System Change Grant         |
|                   | DET Grant (43910)                          | Direct expenses related to the Grant  | Direct to DET Grant                       |
|                   | Medicaid Program (37710)                   | TBI Waiver expenses   | Direct to Medicaid Program                |
|                   | Section 110 (Voc Rehab) (43770)            | Expenses related to Section 110 grant.  | Direct to Section 110 (Voc Rehab)         |
|                   | Counseling & Assistance (43720)            | Expenses related to Counseling and Assistance grant.  | Direct to Counseling & Assistance         |
|                   | Supported Employment Title VI-B (43730)    | Expenses related to Supported Employment grant  | Direct to Supported Employment Title VI-B |
|                   | Welfare to Work (43790)                    | Expenses related to Welfare to Work grant.  | Direct to Welfare to Work                 |
|                   | Innovation & Expansion                     | Expenses related to the Section 110 Grant   | Direct to Section 110                     |

Plan Department 4:

**Division of Vocational Rehabilitation (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>               | <b>Description</b>                                     | <b>Allocation Method</b>               |
|-------------------|--------------------------------------|--|--|
|                   | Johnson & Johnson Grant              | Expenses related to Johnson and Johnson Grant.         | Direct to Johnson & Johnson            |
|                   | AT-IDEA-DOE Grant                    | Expenses related to AT-IDEA-DOE grant                  | Direct to AT-IDEA-DOE Grant            |
|                   | DRI Partnership New Paradigm (43994) | Expenses related to DRI Partnership New Paradigm Grant | Direct to DRI Partnership New Paradigm |
|                   | General Fund (43500)                 | Programs that are entirely State funded                | Direct to State General Fund           |

Plan Department 5:

**Division of Licensing and Protection**

Nature and Extent of Services: The Division of Licensing and Protection regulates a variety of health care and residential facilities, and investigates adult abuse and/or neglect.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                    | <b>Description</b>   | <b>Allocation Method</b>  |
|-------------------|---|--|---|
|                   | Director, Nurse Survey & Staff            | Expenses associated with the Division Director and Administrative Staff who have broad responsibilities for programs operated within the division. | Salary & Expenses in Quarter – Director of Division of Licensing and Protection and Staff<br><br>(Time and expenses of Director and staff are allocated to all division programs based on salary and expenses in the quarter.)                      |
|                   | Licensing and Protection Admin/Leave Time | Expenses associated with the administrative and leave time for the Licensing and Protection Division.  | Salary & Expenses in Quarter – Director of Division of Licensing and Protection<br><br>(Administrative and leave time expenses are allocated to all division programs based on salary and expenses in the quarter.)                                 |
|                   | Director and SEC Support (43070)          | Expenses for the Division director and secretarial support that support entire division.   | Salary & Expenses in Quarter – Director of Division of Licensing and Protection<br><br>(Time and expenses of Director and secretarial support for the Division are allocated to all division programs based on salary and expenses in the quarter.) |

Plan Department 5:

**Division of Licensing and Protection (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                                    | <b>Description</b>  | <b>Allocation Method</b>  |
|-------------------|---|---|---|
|                   | Long Term Care Licensure Support (43080)                  | Expenses for Health and Long Term Care Facilities Licensing Chief and administrative time of staff in the long term care health facilities section of the division. | Salary and Expenses in Quarter – Licensure<br><br>(The cost of supervision and support of licensing and Protection is allocated to all facilities licensing programs based on salary and expenses in the quarter.)        |
|                   | Long Term Care Vacations, Training and Other Time (43090) | Expenses for licensing staff vacations leave time, training time and other administrative time that is not directly charged to a survey.                            | Salary and Expenses in Quarter – Long Term Care Vacations, Training and Other Time<br><br>(The cost of LTC administrative time is allocated to all facilities licensing programs based direct staff time in the quarter.) |
|                   | Nurse Aid Training and Competency (NATAC) (43350)         | Costs incurred in the administration of competency tests and skills tests to nurse aides as required by federal regulations.  | Direct to Nurse Aid Testing   |

Plan Department 5:

**Division of Licensing and Protection (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                        | <b>Description</b>  | <b>Allocation Method</b>   |
|-------------------|---|---|--|
|                   | NATAC Registry and Administration             | Costs incurred in the administration of federally mandated nurse aide training and competency program and maintenance of registry.                                | Allocation between XVIII and XIX based on Certified and Participating Facilities (for NATAC Admin)<br><br>(Expenditures for administration and Nurse Aid Registry are allocated to the Medicare portion of Survey and Certification and Medicaid Administration based on the number of participating facilities certified for Medicare and Medicaid programs.) |
|                   | Certification of Home Health Agencies (43120) | Cost incurred in the survey of Vermont Home Health Agencies and Hospice programs to ensure compliance with all federal regulations related to HHA and Hospice.    | Direct to Medicare (XVIII Funds)   |
|                   | Non-Certified Health Care Facilities (43130)  | Expenses incurred in the surveys, follow-up visits, and complaint investigations occurring in nursing homes that are state licensed, but not federally certified. | Direct to State General Funds  |

Plan Department 5:

**Division of Licensing and Protection (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                            | <b>Description</b>   | <b>Allocation Method</b>  |
|-------------------|---|--|---|
|                   | Hospital XVIII Non Licensed HC Facilities (43140) | Expenses incurred in the surveys of Outpatient Rehabilitation Facilities; End State Renal Dialysis Units; Rural Health Centers; Outpatient P.T.; Outpatient S.T., Independent Physical Therapists; and the Medicare-certified portion of Vermont State Hospital.                         | Direct to Medicare (XVIII Funds)  |
|                   | Hospital XVIII Licensed HC Facilities (43150)     | Expenses incurred in the performance of validation surveys, and substantial allegation surveys in hospitals as directly by CMS. Includes enforcement of federal regulations in psychiatric hospitals, psychiatric units of hospitals, rehabilitation units of hospitals, and swing beds. | Direct to Medicare Title XVIII Non-SNF and State General Fund   |
|                   | Licensure of Nursing Facilities (43170)           | Expenses incurred in the surveys, follow-up visits, and complaint investigations occurring in nursing facilities that are federally certified for participation in the Medicare/Medicaid program.  | Allocation between XVIII, XIX, and State based on Homes Certification per Surveys and Certification Policies (for Nursing Homes). |
|                   | ICF/MRs (43190)                                   | Expenses incurred in the enforcement of federal ICF/MR requirements.   | Allocation between XIX and State for ICF/MRs  |

Plan Department 5:

**Division of Licensing and Protection (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                | <b>Description</b>   | <b>Allocation Method</b>   |
|-------------------|---------------------------------------|--|--|
|                   | Level III Licensed Facilities (43210) | Expenses incurred in the review and enforcement of state licensure and federal requirements related to facilities providing Assistive Community Care Services.   | Number of ACCS Beds Paid by Title XIX Billed by 15 <sup>th</sup> /Total ACCS Beds on 15 <sup>th</sup><br><br>(Allocated between Title XIX and State using # ACCS beds billed Medicaid for qtr by 15th of month divided by total # ACCS beds on 15th of month beginning quarter.) |
|                   | State Licensure                       | Expenses incurred in the enforcement of State licensure requirements in Level III residential care facilities that do not provide Assistive Community Care Services; Level IV residential care facilities; assisted living facilities; and therapeutic community residences. | Direct to State General Funds  |
|                   | Home Health Hotline (43330)           | Costs for operating the Home Health Hotline.   | Direct to Medicare (XVIII Funds)   |
|                   | Baseline Validation (43220)           | Expenses incurred in the site visits to nursing facilities to verify the accuracy of the information provided the Federally mandated MDS+ forms.   | Direct to Medicaid Administration  |

Plan Department 5:

**Division of Licensing and Protection (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                         | <b>Description</b>  | <b>Allocation Method</b>  |
|-------------------|--|---|---|
|                   | Prior Authorization Program (SPMP)             | Expenses incurred in the review of the medical necessity of all nursing facility admissions of Medicaid/Medicaid applied individuals.                             | Direct to Medicaid Admin 75%  |
|                   | Health Care Facilities Train Nurse Fac (43320) | Covers expenses incurred by staff in attending in-services, conferences, and workshops related to the enforcement of federal regulations in certified facilities. | Direct to Medicare Title XVIII Non-SNF & Medicare XVIII LTC   |
|                   | Clinical Laboratory Cer. and Insp. (43310)     | Costs incurred in the enforcement of federal regulations in federally certified clinical laboratories.  | Direct to Clin Lab Cert and Insp  |
|                   | Outcome and Assess. Info Set (OASIS) (43250)   | Cost associated with administration of the federally mandated home health agency Outcome and Assessment Information Set.  | Direct to OASIS   |
|                   | Minimum Data Set (MDS) (43270)                 | Cost associated with information technology and reporting associated with the administration of the federally mandated nursing home Minimum Data Set.             | Allocation between XVIII, XIX, and State based on Surveys and Certification (for Nursing Homes)<br><br>(Costs are allocated in accordance with survey and certification procedure based on the licensure of nursing homes.) |

Plan Department 5:

**Division of Licensing and Protection (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                      | <b>Description</b>  | <b>Allocation Method</b>  |
|-------------------|---|---|---|
|                   | LTC Engineering (43100)                     | Expenses for staff of the Division of Labor and Industry that work with the Survey and Certification staff on the licensure of facilities. Also, includes costs for architectural, engineering, and other consultants necessary for facilities licensing. | Costs for Buildings/Programs Requiring Inspections                            |
|                   | Clinical Lab Improvement Act (CLIA) (43110) | Expenses related to CLIA  | Direct to CLIA  |
|                   | Assisted Living (43360)                     | Expenses related to assisted living services  | Direct to Assisted Living   |
|                   | LTC Multi (43170)                           | Expenses related to Long-Term Care  | Direct to LTC Multi   |
|                   | Community Care Homes (CCH) (43200)          | Expenses related to community care homes  | Direct to State General Fund  |
|                   | Enhanced Residential Care (43240)           | Expenses related to enhanced residential care services  | Direct to Medicaid Admin 75%  |
|                   | Nursing Home Complaints                     | Expenses related to nursing home complaints   | Allocation between XVIII, XIX, and State based on licensure of nursing homes. |
|                   | General Fund (43500)                        | Programs that are entirely State funded   | Direct to State General Fund  |

Plan Department 6:

**Division of Developmental Disabilities**

Nature and Extent of Services: The Division of Developmental Disabilities helps children and adults with developmental disabilities and children with health impairments and/or physical disabilities to live as independently as possible within their family, home and community.

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                              | <b>Description</b>   | <b>Allocation Method</b>   |
|-------------------|---|--|--|
|                   | DS/DAIL Division Director and Support Staff (43070) | Expenses associated with the Division Director and Administrative Staff who have broad responsibilities for programs operated within the division. | Ratio of Total Direct Program Funds Expended in Quarter<br><br>Salary & Expenses of Division Director and Administrative Staff are allocated between the DAIL and the DS Divisions based on the salary dollars in each division. |
|                   | Medicaid Administration                             | Expenses related to administration of Medicaid programs  | Direct to Medicaid Admin 50%   |
|                   | Medicaid Program                                    | Expenses related to Medicaid programs  | Direct to Medicaid Program   |
|                   | Guardianship Services Chief (43510)                 | Chief of Guardianship Services and Administrative Assistant  | Allocated by Salary Dollars of Staff Supported by Guardianship Services Chief  |
|                   | Social Services Block Grant                         | Expenses related to Social Services Block Grant  | Direct to SSBG   |
|                   | Guardianship Services Elderly Specialists           | Provide guardianship services to elders  | Direct to SSBG   |

Plan Department 6:

**Division of Developmental Disabilities (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                             | <b>Description</b>   | <b>Allocation Method</b>  |
|-------------------|--|--|---|
|                   | Guardianship Services Specialists (42011)          | Provide Guardianship services to the eligible developmentally disabled population  | Direct to DS Guardianship   |
|                   | Clinical and Children's Services Manager (43580)   | Manager of the Clinical and Children's Services Unit and Administrative Assistant  | Allocated by Percentage of Salary Costs of Independent Living Services Consultant Personal Care and Nurse Case Manager High-Tech Services |
|                   | Nurse Case Manager High-Tech Services              | Independent Living Services Consultant Personal Care under the Manager of Clinical and Children's Services under the Manager of Clinical and Children's Services | Direct to Medicaid Admin 75%  |
|                   | Developmental Services Operations Director (43710) | Developmental Services Operations Director and Administrative Assistant  | Allocated by Salary Dollars of Staff Supported by DD Operations Director  |
|                   | Developmental Services                             | Developmental Services Team Leader and supported CAS   | Direct to Medicaid Admin 50%  |
|                   | Consumer Development Coordinator                   | Costs associated with coordination of consumer development activities  | Direct to State General Fund  |
|                   | Sex Offender Management Grant (42026)              | Expenses related to the Sex Offender Management Grant  | Direct to Sex Offender Management Grant   |
|                   | DHHS Choices System Change Grant (43950)           | Expenses related to Systems Choice Grant which provides services for elders and persons with disabilities  | Direct to DHHS Real Choices Grant   |

Plan Department 6:

**Division of Developmental Disabilities (Continued)**

| <b>Plan Dept.</b> | <b>Plan Dept. Name</b>                          | <b>Description</b>  | <b>Allocation Method</b>          |
|-------------------|---|---|-----------------------------------|
|                   | Robert Wood Johnson Cash and Counseling Grant   | Expenses related to the RWJ Cash and Counseling Grant                   | Direct to RWJ Cash and Counseling |
|                   | CMS Quality Assurance/Quality Improvement Grant | Expenses related to the CMS Quality Assurance/Quality Improvement Grant | Direct to CMS QA/QI               |
|                   | General Fund (43500)                            | Programs that are entirely State funded                                 | Direct to State General Fund      |