



Date: April 2, 2021

To: Area Agencies on Aging Directors

From: Office of Area Agencies on Aging

Subject: **1. Harmony Advance Reports (HAR) Requirement**
2. Request for Reimbursement (RfR) Supporting Documentation Requirement
3. Fund Identifier for Consolidated Appropriation Act (CAA) Funds

This information is being shared with Area Agencies on Aging (AAA) Directors. Please distribute to all staff and contractors/subrecipients as applicable.

Please direct any questions regarding this information to the AAA Help Desk (AAA.Help@hhsc.state.tx.us).

1. HAR Requirement

In preparation for the annual State Program Report (SPR) and fiscal closeout, the OAAA generates the Harmony Advanced Report (HAR) and notifies the AAAs of data discrepancies in SPURS that require corrections. The current process of generating, analyzing, and distributing the reports to the AAAs starts in October of each year which requires several iterations and reviews delaying the completion of closeout activities necessary for the development of the SPR.

Effective May 15, 2021, the AAAs will be required to generate, review and validate the following HAR reports on a monthly basis:

- Cluster 1 Missing NAPIS,
- Cluster 2 Missing NAPIS,
- Missing Fund ID, and
- Intake under age 60 with USDA eligibility.

The OAAA will send the AAAs a reminder on the 15th of each month or the following business day if the 15th is a weekend or holiday to begin their Monthly HAR Review.

The reminder will also include the **AAA Monthly HAR Template**. The template provides the AAAs a consistent way to provide the information needed by the OAAA.

Once the initial HAR reports are completed, the AAAs must generate the HAR reports at least a second time to ensure the data is corrected and must complete **AAA Monthly HAR Template**. If there are data sets that cannot be corrected, an explanation is required. As a note, the HAR environment is one day behind the SPURS environment. A change in SPURS does not appear in the HAR report until the following day.

The **AAA Monthly HAR Template** must be submitted the AAA Help Desk no later than the last business day of the month using the following naming convention for the email Subject line and filename:

agency#_agency name_Month_YR_HAR Review

(Example: 83101_Alamo_May_2021_HAR Review)

This ongoing review will ensure complete and accurate SPURS data and mitigate the need for corrections in preparation for closeout and SPR.

2. RfR Supporting Documentation Requirement

In February 2021, an HHSC internal audit was conducted on the Access and Eligibility Services Community Access OAAA and identified gaps in the review and approval of submitted request for reimbursement (RfR). The audit findings found that:

- In testing 12 reimbursements:
 - ▶ 11 (92 percent) had approval emails from the OAAA program area indicating a review had been completed;
 - ▶ However, it was determined that no supporting documentation to verify service delivery was provided for any of the reimbursement requests was found.
- The required supporting documentation, such as a list of clients served, sign-in sheets, or receipts, were not requested to ensure and appropriately validate the reimbursements being requested by the AAA.

The audit requires that the OAAA develop and implement policies and procedures that include a process to periodically review supporting documentation, such as sign-in sheets, to appropriately validate submitted reimbursements requests prior to payment.

Effective May 1, 2021 and to occur at the end of each fiscal quarter for the 2nd Monday Due Date (MDD) thereafter, the OAAA will review and validate submitted request for reimbursements (RfR) for two randomly selected services for a randomly selected AAA.

No later than close of business of the 2nd MDD, the OAAA will send an email to the selected AAA notifying the AAA of the services being reviewed and the review period. In addition, the email will include a document that provides the list of acceptable supporting documentation for each service.

The AAA must submit all requested documentation to the AES_Invoices mailbox no later than 3:00 p.m. Central Time on the Wednesday following the 2nd MDD.

Once the supporting documentation is received, OAAA will review and validate the RfR within two business days. If there are findings, an email is sent notifying the AAA that the RfR was denied and rejected. The email will also include the specific financial and/or programmatic findings with instructions to resubmit the corrected RfR with the required supporting documentation.

3. Fund Identifier for CAA Funds

On March 5, 2021, the Office of Area Agencies on Aging (OAAA) provided AAAs with information for the release of Notice of Funds Available (NFA) for the Consolidated Appropriations Title III-C2 but overlooked providing the appropriate fund identifier for SPURS.

Effective April 1, 2021, the new Consolidated Appropriations Act (CAA) Title III-C2 has been added to SPURS expanding the existing Title III-C2 fund options for AAAs.

To add the new CAA Title III-C2 fund identifier in SPURS for one or more services, AAAs must make the following selections to each provider record:

1. In the **Administrator – Providers** screen, use the **Add New** action.
2. In the **Services** drop-down menu, choose one of the following services:
 - Home Delivered Meals,

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- Nutrition Consultation,
 - Nutrition Counseling,
 - Nutrition Education, or
 - Participant Assessment Nutrition Service.
3. Select the following fund identifier **CAA Title III-C2**.