



Date: March 5, 2021

To: Area Agencies on Aging Directors
Area Agencies on Aging Finance Directors
Area Agencies on Aging System Administrators

From: Office of Area Agencies on Aging

Subject: **1. Notice of Funding Available Notification**
2. AAA SPURS User Access List Review
3. AAA User Deactivation of Accounts

This information is being shared with Area Agencies on Aging (AAA) Directors, Finance Directors and SPURS Administrators. 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. Notice of Funding Available Notification

The Health and Human Services Commission (HHSC) has released the Notice of Funds Available (NFA) notification on **Friday March 5, 2021**.

The Fiscal Year (FY) 2021 NFAs have been placed on the Secure File Transfer Protocol Site (SFTP) site located at: <https://sftp.hhs.texas.gov> in the folder labeled: *FY2021 NFAs*. Each Area Agency on Aging (AAA) will find a NFA in their respective folder.

The FY2021 NFA placed on the SFTP site for each AAA includes the following funding:
Title III C2 – Consolidated Appropriations Act, 2021 Supplemental Funding

The Consolidated Appropriations Act (CAA) are supplemental funds for Title III C2 Home-Delivered Meals only. The funds may not be transferred to Title III C1 Congregate Meals. While the state is still under the Major Disaster Declaration, the supplemental funds may be combined with other Older Americans Act funds to use for disaster-related services.

The CAA supplemental funds can be used for administration activities and are subject to the 25 percent match requirement. AAAs may transfer funds allocated for administration to services. Match is not required for funds used for services.

In addition, the Request for Payment (RfP) and Request for Adjustment Journal (RfAJ) templates has been updated to Version 1.1 to include the CAA Title III-C2 funding source. The updated templates have been published on the Secure FTP site and are available for use starting with the **MDD 03/22/2021**.

Effective with **MDD 03/22/2021**, Version 1.1 of the RfP and RfAJ templates must be used. All submissions using versions 1.0 will be rejected.

2. AAA SPURS User Access List Review

The Office of the Area Agencies on Aging (OAAA) is vested in protecting access to the IMS (SPURS) system and data to prevent any unauthorized access. As required in Section 3.4.4 of the Area Agency on Aging (AAA) contract, the AAA must notify the OAAA of staff changes requiring SPURS account changes and deactivation.

In accordance with OAAA Audit Policy for SPURS Accounts, and to aid in the facilitation of providing notification of any agency or provider staff changes, the OAAA will conduct the quarterly scheduled SPURS user access reviews. The user access reviews will ensure that the OAAA SPURS Administrator is notified when a user's access should be deactivated and establish best practices for monitoring SPURS users accounts.

Effective March 1, 2021, the first of every state fiscal quarter (if the 1st falls on a weekend or state holiday, the next business day), the OAAA will publish the **SPURS AAA User Access List(s)** to Secure FTP, which includes all SPURS users, to review and validate that those listed:

- Are correct and continue to require access to SPURS, or
- Initiate a **SPURS Change Request Form** to change account information or deactivate accounts no longer needed.

Once received, AAA SPURS Administrator must:

- Retrieve the **AAA SPURS User Access List** from the Secure FTP site (sftp.hhs.texas.gov/EFTClient/Account/Login.htm).
 - ▶ The **AAA User Access List** will include both agency and provider users.
- Review the **AAA SPURS User Access List** to determine if staff shown on list(s) require changes or deactivation.
- Respond to this request via email to the AAA Help Desk no later than 10 business days from receipt of email, informing OAAA that:
 - ▶ Changes are needed – AAA must submit a completed **SPURS Change Request Form**.
 - ▶ No changes are needed – AAA responding as such.

Since this is the first time for this activity, AAAs must respond and include a **SPURS Change Request Form**, if applicable, to the AAA Help Desk at AAA.Help@HHSC.state.tx.us on or before **March 31, 2021**.

3. AAA User Deactivation of Accounts Instructions

The Office on Area Agencies on Aging (OAAA) is implementing the following security measures to comply with the Health and Human Services Information and Security Policy requirements.

On **April 1, 2021**, the OAAA System Administrator will identify all users who have not accessed SPURS in the 90-days prior to this date. AAA SPURS System Administrators must notify all SPURS users of the **account deactivation review** that will be occurring. SPURS users should log into SPURS prior to April 1, 2021, or risk having their account deactivated.

Starting SFY 2021, Q4, the first of each state fiscal quarter (if the 1st falls on a weekend or state holiday, the next business day), the OAAA SPURS Administrator will identify all users who have not accessed the system in the 90-days prior to this date. These users will be deactivated immediately from the SPURS system.

If access is deactivated, the AAA System Administrator must complete and submit a **SPURS Change Request Form** to request access.