



## MEMORANDUM

**TO:** AAA Directors  
CARES Supervisors

**NOTICE #:** 011404-1-PC-PE

**FROM:** Terry White  
Secretary

**DATE:** January 12, 2004

**SUBJECT:** Notice of Policy Clarification: Imminent Risk Referrals  
(NOI #: 102403-1-I-PE)

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**TERRY F. WHITE**  
SECRETARY

The purpose of this Policy Clarification is to provide supplemental information to the original Notice of Instruction about Imminent Risk Referrals since many questions were raised in response to the original Notice.

### General Notes

The purpose for changing the imminent risk referral policy is to ensure that *all* clients are prioritized based on risk of nursing home placement. The case manager and the agency must keep service availability and budget constraints in mind and be careful to reserve the imminent risk designation for those who need it the most. Imminent risk designations should be determined on a case by case basis and based on criteria detailed below.

Included with this memo is a document showing the Community Care for the Elderly program contract language for client prioritization. Although scenarios 3.a) through c) will most often apply to the CARES program, lead agencies may encounter these situations on occasion. Most often, the lead agencies will be addressing 3.d). Also included with this memo is an Imminent Risk Designation Form to help providers and CARES offices document imminent risk designations.

To address the questions raised, a question and answer format was selected. If you have questions after reviewing the contents of this Policy Clarification, please forward your questions to Laurie Koburger (850) 414-2095 or SunCom 994-2095.

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