



MEMORANDUM

JEB BUSH
GOVERNOR

TO: AAA Executive Directors **NOTICE #:** 111904-1-I-CFM
FROM: Terry White
Secretary
DATE: November 19, 2004
SUBJECT: Notice of Instruction: *Review and Monitoring Procedures for Selected PSAs*

TERRY F. WHITE
SECRETARY

As you aware due to an unprecedented active hurricane season (four back-to-back major storms), the Department of Elder Affairs (DOEA) deployed a substantial portion of its headquarters staff to front-line disaster relief duties throughout the state. Area Agency staff were also extremely involved in relief and recovery efforts. Therefore, the originally scheduled monitoring activities were interrupted.

To ensure that DOEA meet its obligation of oversight and governance, certain review and monitoring procedures will be applied at the area agencies on aging (AAA's) not already monitored. Some procedures will require a site visit by the monitoring team. We expect to complete these reviews and on-site monitoring over the next several weeks. While we realize we are entering into the holiday season with staff scheduling challenges, we ask your usual cooperation in assisting the Monitors in the completion of their fieldwork.

We will be contacting those particular (AAA's) regarding our pending visit. As usual, team members will provide you with advance notice of the program area(s) under review and the related documentation to be made available upon their arrival.

If you have any questions regarding this information, please contact Don Holmes at (850) 414-2134. Thank you in advance for your cooperation.

TW/dh

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