

## MEMORANDUM

**TO:** AAA Executive Directors                      **NOTICE#: 030918-1-I-SWCBS**

**FROM:** Jeffrey S. Bragg, Secretary

**DATE:** March 9, 2018

**SUBJECT:** Notice of Instruction: Public Records Request for 701S Screening Documentation and 701S Rank

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This Notice of Instruction provides guidance to the Aging and Disability Resource Centers (ADRCs) regarding the process for public records requests for copies and/or scores of the 701S screenings completed by the ADRC. The following paragraphs will further instruct the ADRCs on requirements for compliance. Nothing in this memorandum is intended to override Section 119.0701, Florida Statutes (2017).

Upon request, the ADRC shall provide a copy of the 701S screening and/or rank to any client, his or her designated representative, his or her power of attorney, or the person who provided answers to the screening. It is the Department's intent that the individuals receive the requested information from the ADRC as quickly as possible and bypass any delay associated with the public records request process. The ADRC shall keep a record of each request, including the requestor's name, the date received, and the date the response was provided.

If the person requesting a copy of the 701S screening is not one of the approved individuals referenced above, ADRC staff may not provide the requested information. The Department must receive consent to release records from one of those approved individuals. The requestor must be advised to submit a public records request utilizing one of the methods below:

In writing: Public Records Coordinator  
Florida Department of Elder Affairs  
4040 Esplanade Way  
Tallahassee, FL 32399

Online: [doeapublicrecords@elderaffairs.org](mailto:doeapublicrecords@elderaffairs.org)

If a phone number is requested, the main line (850) 414-2000 shall be provided.  
If you have any questions, please contact your ADRC contract manager.

4040 Esplanade Way, Tallahassee, FL 32399-7000  
Phone: (850) 414-2000 | Fax: (850) 414-2004 | TDD: (850) 414-2001

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