



MEMORANDUM

TO: AAA Executive Directors **NOTICE#:** 081005-1-I-SWCBS
FROM: Carole Green, Secretary
DATE: August 8, 2005
SUBJECT: Notice of Instruction: ADA/ALE Budget Management

JEB BUSH
GOVERNOR

CAROLE GREEN
SECRETARY

This memo defines the area agency on aging responsibilities for management of the Aged/Disabled Adult Services Medicaid Waiver (ADA) and Assisted Living for the Frail Elderly Medicaid Waiver Program (ALE) budgets for fiscal year 2005-2006. This memo also explains the process DOEA will use to evaluate the need for quarterly allocation adjustments.

Beginning in September 2005, each area agency on aging will be required to complete the ADA and ALE Budget Management spreadsheets provided by the department and send a copy by the 6th of each month to David Oropallo at DOEA. Your responsibility is to update the ADA and ALE Budget Management spreadsheets with the number of people you have enrolled plus the number of people you expect to enroll in future months. Explanations are required in the Comments section in the spreadsheets if quarterly expenditures are out of compliance with the percentages specified in your Standard Agreement.

The ADA and ALE Budget Management spreadsheets were originally provided as part of Notice #: 060805-1-I-PE, *Notice of Instruction: Medicaid Waiver Budget Management Tools*, dated June 7, 2005. Attached please find updated ADA and ALE Budget Management spreadsheets containing the latest paid claim information. The department will provide monthly updates. Please ensure you always use the latest spreadsheet.

DOEA will use the information you provide in the Budget Management spreadsheets along with enrollment information in CIRTS and paid claim data to evaluate and possibly adjust quarterly allocations. Please ensure that CIRTS enrollment data is accurate as documented in the Medwaiver Specialist Agreement.

DOEA has made paid claim caseload information available to you via DOEA's Intranet (see NOTICE#: 062905-1-T-SWCBS Notice of Transmittal: Medicaid Waiver Caseload Reports dated June 27, 2005.) The Paid Claims Query Tool is also available for client-level data.

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AAA REQUIREMENTS FOR FISCAL YEAR 2005-2006

Prior to the 6th of each month the AAA will perform the following:

- Send the ADA and ALE Budget Management spreadsheets to DOEA with actual enrollment figures for all previous months and expected enrollment figures for all future months completed. The spreadsheet will contain a provision for comments. The AAA is to use this area to explain reasons for variance from their submitted enrollment plan in excess of 5% for the first quarter, 2% for the second and third quarters, and 1% for the fourth quarter.
- Update CIRTS to include all enrollment activity as of five days prior.

DOEA REQUIREMENTS FOR FISCAL YEAR 2005-2006

DOEA will use the Budget Management spreadsheets provided by the AAAs, CIRTS enrollment data and actual enrollment figures gleaned from paid claims to determine the following:

- CIRTS enrollment data is updated as required,
- Accuracy of AAA enrollment and expenditure projections, and
- If quarterly allocation adjustments are needed.

Each month between the 6th and the 12th DOEA will perform the following:

- Update and distribute Budget Management spreadsheets to the AAAs to be used the following month.
- Compare the AAA's Budget Management spreadsheets to CIRTS enrollment data and enrollment figures based on paid claims. Determine the accuracy of CIRTS enrollment data. Determine how well each AAA projected enrollments and expenditures. Identify the cause(s) of any discrepancies.
- Quarterly (September 2005, December 2005, March 2006), determine if quarterly allocations require adjustment.

DOEA will schedule frequent conference calls in order to provide opportunities to discuss any issues affecting budget management. If you have any questions or require immediate assistance, please contact David Oropallo at (850) 414-2000.

CG/mjs