



**CHARLIE CRIST**  
GOVERNOR

## MEMORANDUM

**TO:** AAA Directors Notice#: **041708-1-I-SWCBS**

**FROM:** E. Douglas Beach  
Secretary

**DATE:** April 17, 2008

**SUBJECT:** Notice of Instruction: Revised Assessed Priority Consumer List (APCL) Policy and Priority Criteria for Program Enrollment

**E. DOUGLAS BEACH, PH.D.**  
SECRETARY

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The purpose of this Notice is to replace NOI #062906-1-I-OVCS dated June 29, 2006. This notice also addresses requirements for maintenance of the Assessed Priority Consumer List (APCL) for programs and services funded by the department and criteria for prioritizing enrollment of new consumers to receive services in DOEAF-funded programs. This policy is applicable to the following programs: Alzheimer's Disease Initiative (ADI), Community Care for the Elderly (CCE), Contracted Services (CS), Home Care for the Elderly (HCE), Local Services Program (LSP), Older Americans Act (OAA), Aged and Disabled Adult (ADA) Medicaid Waiver and Assisted Living for the Frail Elderly (ALE) Medicaid Waiver. The goal is to appropriately identify and serve applicants with the greatest need for services.

Trained and certified staff conduct screening and assessment activities of potential consumers as the first step to enrollment on the APCL. The AAA ensures the APCL is maintained in the Client Information and Registration Tracking (CIRTS) System when enrollment in a program for services funded by the department is not available. Staff must inform potential consumers or referring parties about the assessed priority consumer lists and provide suggestions regarding other agencies or sources of assistance, including Medicaid, Food Stamps, and private pay options. Staff must also provide consumers contact information and encourage them to call for re-screening if their situations change.

Staff enter information for consumers waiting for DOEAF-funded services in the CIRTS enrollment screen with the program status of APCL. The priority ranking score is automatically generated in CIRTS for these individuals. Only one APCL is maintained for each DOEAF-funded program in each planning and service area (PSA.) The AAA must ensure that persons placed on the APCL are re-screened at regular intervals to determine if their situations have changed.

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### **Consumer Enrollment on an APCL**

The following are requirements for APCL maintenance:

1. New consumers not enrolled on an APCL and not enrolled in a DOEA-funded program
  - a. Individuals enrolled on an APCL will be screened using Form 701A.
  - b. Individuals may be enrolled on more than one APCL after consideration of consumer need, program eligibility and targeting requirements.
  
2. Consumers receiving case management and dually enrolled (CIRTS Enrollment Screen program status codes set to “APCL” and “ACTV”) in the following programs: ADI, CCE, CS, HCE, LSP, OAA, and ADA/ALE Medicaid Waivers
  - a. Consumers, regardless of priority ranking score, will be assessed by the case manager annually using Form 701B.
  - b. Case managers have the responsibility to conduct semi-annual care plan reviews and annual reassessments. If case management is provided under CS or LSP, then the requirements are the same as those for other DOEA-funded case managed consumers. If case management is not provided, then OAA requirements apply.
  - c. If there is a significant change between annual assessments, an “**update**” type assessment will reflect a new priority ranking score on the APCL.
  
3. Consumers with a CIRTS Enrollment Screen program status code set to “APCL” and not enrolled or receiving services in any DOEA-funded program
  - a. Consumers with a priority ranking score of 3, 4, 5, and 6 are re-screened every six months using Form 701A.
  - b. Consumers with a priority ranking score of 1 or 2 are re-screened annually using Form 701A.
  
4. Consumers receiving one or more OAA registered services and having CIRTS Enrollment Screen program status codes set to “ACTV” for OAA and “APCL” for any DOEA-funded program
  - a. Consumers, regardless of priority ranking score, will be reassessed annually using Form O or 701C according to Older Americans Act requirements. As noted above, this also applies to CS and LSP if the providers operate under OAA requirements.
  - b. If there is a significant change between annual assessments, an “**update**” type assessment will reflect a new priority ranking score on the APCL.
  
5. Consumers screened using Form 701A and received a priority ranking score of 3, 4 or 5 with a CIRTS Enrollment Screen program status code set to “APCL” and subsequently assessed using Form 701B and receive a new priority ranking score of 1 or 2
  - a. ADI, CCE and HCE applicants are returned to the APCL to allow for prioritization of other consumers on the APCL with priority ranking scores of 3, 4, or 5.
  - b. CS and LSP applicants (for service provider agencies that are not operating under OAA requirements) are returned to the APCL to allow for prioritization of other consumers on the APCL with priority ranking scores of 3, 4 or 5.

APCL and Enrollment Criteria

- c. ADA/ALE potential clients not placed on **APPL** status are returned to the APCL to allow for prioritization of other consumers on the APCL with priority scores of 3, 4 or 5. However, ADA/ALE Medicaid Waiver applicants (program code in CIRTS is set to **APPL**) who receive a lower priority ranking score on a 701B continue through the Medicaid waiver application process. The lower priority ranking score on a 701B does not disqualify **applicants** for the Medicaid waiver programs.
- d. The Notice of Instruction (NOI) #061705-1-I-SBCS dated June 17, 2005 provides detail regarding the use of the CIRTS program status code of APPL.

When a consumer is no longer waiting for services, the program status code must be appropriately modified to termination. Termination from the APCL occurs if the person is no longer interested in waiting for services, is no longer able to receive services, begins receiving services, or begins the eligibility process.

Consumer enrollment in DOEA-funded programs is based on available funding, specific program eligibility, targeting and prioritization criteria as stated in law, rule and DOEA contracts.

**Consumer Enrollment in DOEA-funded Programs to Receive Services**

The following is the priority criteria for enrolling new consumers:

1. OAA  
OAA targeting and program eligibility requirements apply for consumers enrolled in OAA Title IIIB (supportive services), Title IIIC (nutrition services), Title IIID (preventive health services), and Title IIIE (caregiver services.)
2. CCE  
Pursuant to Section 430.205(5), Florida Statutes, Adult Protective Services referrals in need of immediate services to prevent further harm will be given primary consideration for receiving services in the CCE program. APS high-risk clients (Priority 7) must receive case management and crisis-resolving services within 72 hours of the APS referral per DOEA policy.
3. ADI, CCE, CS, HCE, LSP and ADA/ALE Medicaid Waivers  
Approval to begin the eligibility process for ADI, CCE, CS, HCE, LSP and ADA/ALE Medicaid Waivers is determined by the availability of funds and the priority ranking of individuals. The order of priority (except for CCE APS high risk referrals) is as follows:
  - a. Individuals designated as Imminent Risk (Priority 6) of being placed in a nursing home (including individuals designated as Aging Out and non-Aging Out individuals);
  - b. Individuals designated as Aging Out (regardless of priority ranking score); and
  - c. Individuals with the highest priority score starting with individuals with a priority ranking score of 5.

The CIRTS Assessment Due Report is being modified to reflect the changes in APCL policy. If you have any questions, please contact your contract manager. Thank you in advance for your cooperation.