**MEMORANDUM**

**TO:** AAA Executive Directors **NOTICE#: 030421-1-I-SWCBS**

**FROM:** Richard Prudom, Secretary

**DATE: March 4, 2021**

**SUBJECT:** Notice of Instruction: Aging and Disability Resource Center Updates to EMS Procedures, location of LTCPE slides and AHCA LTC website

This Notice of Instruction provides the revised Enrollment Management System procedures, new location of the long-term care Program Education Slides and Certification Survey, and link to the Agency for Health Care Administration’s new Long-Term Care website.

The Enrollment Management System procedures have been updated and are attached to this NOI.

The location of the long-term care Program Education Slides and Certification Survey have moved to the following location: <http://www.elderaffairs.org/doea/employee_partner_tools.php>

The Department of Elder Affairs is distributing the link to the Agency for Health Care Administration’s LTC website for the ADRCs to post on their website as follows:

For more information about the Statewide Medicaid Managed Care Long-Term Care program, please visit the LTC website at: <http://ahca.myflorida.com/Medicaid/statewide_mc/smmc_ltc.shtml>

If you have any questions, please contact your ADRC contract manager.

Attachments: EMS Procedures February 2021