

MEMORANDUM

TO: AAA Executive Directors **NOTICE#: 072721-1-I-SWCBS**

FROM: Richard Prudom, Secretary

DATE: July 27, 2021

SUBJECT: Notice of Instruction: DOEA Care Plan Form #203A Update

This Notice of Instruction is to inform the Area Agencies on Aging, and any Local Providers that contract directly or indirectly with the Department of Elder Affairs (DOEA) of a change to DOEA Care Plan Form #203A to ensure Health Insurance Portability and Accountability Act (HIPAA) compliance.

Effective Immediately:

If you are currently using the provided DOEA Care Plan Form #203A, please use the new updated Americans with Disabilities Act (ADA) compliant form with added disclosure within this Notice.

If you use your own Care Plan form, it is mandatory that the form be ADA compliant along with the following disclosure on the form:

Your Social Security Number (SSN) is confidential under law. We may not collect your SSN unless we explain the reason for collecting your SSN in writing and provide applicable statutory authority for doing so. Certain provisions of Chapter 430, Florida Statutes, read with Section 119.071(5), Florida Statutes, specifically authorize the Department of Elder Affairs (DOEA) and its designated staff/employees to collect SSNs when authorized by law or when collection of SSNs is imperative to the performance of DOEA's statutorily assigned duties. The Department is collecting your social security number as part of its responsibility to conduct intake and screening related assessments.

The updated DOEA Care Plan Form #203A remains a template that may be used. You may continue to use your own form with added ADA compliance and disclosure.

The attachment to this Notice replaces:

- DOEA Care Plan Form #203A, February 2020 (currently found in Chapter 2, page 2-60 on the DOEA Handbook)

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

Thank you.

Attachment: Updated DOEA Care Plan Form #203A

