



**RICK SCOTT**  
GOVERNOR

**CHARLES T. CORLEY**  
SECRETARY

## MEMORANDUM

**TO:** AAA Directors **Notice #: 061413-1-I-SWCBS**

**FROM:** Charles T. Corley, Secretary

**DATE:** June 14, 2013

**SUBJECT:** Notice of Instruction: Clarification to Notice of Instruction #: 061113-1-I-SWCBS: Internet Based DOEA 701B Comprehensive Assessment Form Training and Certification

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The purpose of this notice is to provide clarification to Notice of Instruction #: 061113-1-I-SWCBS in regard to training and certification requirements for the new DOEA 701B Comprehensive Assessment Form and sub-assessment forms. To accommodate the concerns of the Aging Network regarding time constraints, the Department of Elder Affairs has changed the implementation date for use of the new form from July 1, 2013, to July 16, 2013. All Aging Network staff responsible for conducting 701B assessments, including sub-assessment forms 701A, 701C, and 701S must use the new forms beginning July 16, 2013.

The sub-assessment forms are defined as follows:

- The 701A form is intended to be administered face-to-face for non-case managed clients in Local Service Programs and Older Americans Act programs.
- The 701C is intended to be administered for congregate meal clients.
- The 701S is intended to be administered over the telephone for waitlist management, and includes the initial screening and re-screening of individuals.

To accomplish the required training and certification, please note the following adjustments:

- Case management lead agency staff who administer the 701B will need to complete the web-based training before July 16, 2013.
- Congregate meal site staff who administer the 701C will not complete the web-based training. Rather, staff will be trained before July 16, 2013, by

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viewing the attached PowerPoint presentation entitled, “701C Congregate Meals Assessment,” which highlights the changes of the new assessment.

- ADRC staff who administer the 701S and provider staff who administer the 701A will not complete the web-based training immediately. Rather, staff will be trained before July 16, 2013, by viewing the attached PowerPoint presentation entitled, “Your Inside Look at the Priority Score and Rank Criteria on the DOEA Screening (701S), Condensed Assessment (701A) and Comprehensive Assessment (701B) Forms,” which highlights the changes of the new assessment related to the priority score and rank criteria. The attached presentation replaces the one posted by Notice#: 010313-1-T-SWCBS. By allowing the use of this PowerPoint presentation, AAAs will have additional time to ensure compliance with the requirement for completion of the on-line 701B Comprehensive Assessment Form training and certification, no later than October 31, 2013.

Thank you for your assistance and cooperation as we implement the new DOEA 701B Comprehensive Assessment Form. If you have any questions, please contact your contract manager.

Attachments