



**RICK SCOTT**  
GOVERNOR

## MEMORANDUM

NOTICE #: 110314-1-I-SWCBS

TO: Area Agencies on Aging (AAAs)

FROM: Charles T. Corley, Secretary

DATE: November 3, 2014

SUBJECT: Notice of Instruction: New "ADRC Access" Service for Community Care for the Elderly and Older Americans Act Title IIIB

**CHARLES T. CORLEY**  
SECRETARY

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The purpose of this Notice is to advise the AAAs that the Department is adding a new service for Community Care for the Elderly and the Older Americans Act Title IIIB programs. This new service is "ADRC Access" and replaces the service named "Intake" for use by the AAAs.

Attached is the document with the service specifications that is effective immediately. This service will also be added to the 2015 Programs and Services Handbook due for release on July 1, 2015. The ADRC Access service is for Aging and Disability Resource Centers to work with individuals seeking publicly funded services to ensure seamless access and assistance throughout the process of enrollment for Medicaid, state, or federally funded long-term care programs and services.

The Client Information Registration and Tracking System (CIRTS) has been updated for reporting the service as follows:

**Daily Aggregate Reporting:** Total units by worker by program. Entries are made on the "Services by Provider – Aggregate" screen.

This reporting mechanism will allow the AAAs the flexibility needed to capture the work performed by the ADRC Access workers and allows the AAAs to report the actual billable hours of work being done on behalf of clients. Please direct any questions regarding this policy change to your Contract Manager. Thank you for your assistance and cooperation.

Attachment: ADRC Access Service specifications

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