



## MEMORANDUM

**TO:** AAA Executive Directors and MWS      **Notice #:** 112112-1-I-SWCBS  
**FROM:** Charles T. Corley, Secretary  
**DATE:** November 21, 2012  
**SUBJECT:** Notice of Instruction: Performance Measures and Required Reporting Beginning November 1, 2012

**RICK SCOTT**  
GOVERNOR

**CHARLES T. CORLEY**  
SECRETARY

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The purpose of this notice is to provide written verification to the Area Agency on Aging (AAA) Executive Directors and Medicaid Waiver Specialists regarding the implementation of waiver Performance Measures required by the Centers for Medicare & Medicaid Services (CMS). A statewide conference call was conducted on October 31, 2012 to inform the Medicaid Waiver Specialists of the requirements.

### Performance Measures

Per the attached Performance Measures crosswalk document dated October 26, 2012, the following Performance Measures are required by CMS for the operation of the Aged and Disabled Adult (ADA) and Assisted Living Waiver (AL) Programs, and they require participation from the Medicaid Waiver Specialist:

- Service Plan A3;
- Qualified Providers A3;
- Qualified Providers A4;
- Qualified Providers B1;
- Qualified Providers B2;
- Qualified Providers C3;
- Health and Welfare 1; and
- Health and Welfare 4.

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### Medicaid Waiver Specialist Report Guide

Related to the measures noted above, the AAAs will need to supply reports for the following Performance Measures on templates provided by the Department:

- Monthly Provider Network Report – (QP A3, QP A4, QP B1, QP B2, and QP C3)
- DOEA Critical Incident Report - Initiated by the Department (HW 1)
- Monthly Adverse Incident Report - Initiated by the AAA (HW4)

The attached Medicaid Waiver Specialist Report Guide will provide the Medicaid Waiver Specialists with instructions and timeframes on reporting the Performance Measures. The Report Guide will supply the Medicaid Waiver Specialists with a summary of the reporting requirements as well as a template for tracking and updating the report information.

### Personal Goal Setting (PGS) Tool

Performance Measure Service Plan A3 (SP A3) incorporates a PGS Tool for the ADA and AL waiver programs. In order to comply with SP A3, the Department requires that the AAA use a version of the PGS Tool and provide it to all case management agencies beginning November, 2012. The AAA shall instruct case management agencies to begin using the PGS Tool immediately in conjunction with the next face-to-face care plan review.

Please note that CMS and AHCA have authority to make additions, deletions, and changes to the Performance Measures. If such actions occur, the Department will amend this NOI with the updated information and notify the AAAs and Medicaid Waiver Specialists.

Thank you for your review of these items and for your cooperation to ensure compliance with these requirements. If you have any questions or concerns, please contact Eunice Medina at (850) 414-2336.

CTC/lan

cc: Wendy Smith, AHCA  
Carol Schultz, AHCA