



RICK SCOTT
GOVERNOR

MEMORANDUM

NOTICE #: 122314-1-PC-SWCBS

TO: Area Agencies on Aging (AAAs)
FROM: Samuel P. Verghese, Secretary
DATE: December 23, 2014
SUBJECT: Notice of Policy Clarification: New "ADRC Access" Service for Community Care for the Elderly and Older Americans Act Title IIIB

SAMUEL P. VERGHESE
SECRETARY

The purpose of this Notice is to repeal Notice#: 110314-1-I-SWCBS, relating to the addition of the new Aging and Disability Resource Center (ADRC) Access service. The proposed revisions to Section 2: Services of the 2015 *Programs and Services Handbook* (Handbook) are hereby repealed. The service "Intake" utilized for program funding sources: ADI, CCE, HCE, LSP, OAA IIIB, OAA IIIE shall remain in effect, and all associated provisions regarding the service intake shall remain in effect.

AAAs may authorize CCE and OAA program-funded staff performing intake services to assist with the Statewide Medicaid Managed Care Long-Term Care Program (SMMC LTC) as follows:

- a. Designated intake services staff may perform initial screening and rescreening and assist with EMS Waitlist release activities as outlined in Step 1 of the December 2014 EMS Procedures unless otherwise instructed by the Department.
- b. CCE and OAA program-funded staff performing intake services are authorized to perform only the intake/initial screening and rescreening and to assist with EMS Waitlist release activities as outlined in Step 1 of the December 2014 EMS Procedures under SMMC LTC.

Staff may NOT perform any additional services authorized under SMMC LTC, such as assistance with obtaining the Form 3008, Medicaid financial eligibility assistance, etc., as these services are authorized by and paid for from funds associated with ADRC Medicaid Waiver Specialist Contracts and Medicaid Administrative Claiming contracts.

4040 ESPLANADE WAY
TALLAHASSEE, FLORIDA
32399-7000

phone 850-414-2000
fax 850-414-2004
TDD 850-414-2001

<http://elderaffairs.state.fl.us>

c. All units of intake/initial screening and rescreening, as well as assistance with EMS Waitlist release activities as outlined in Step 1 of the December 2014 EMS Procedures, will be reported in CIRTIS for appropriate programs and in REFER, ensuring accurate tracking of billable service units in accordance with the Handbook. All contacts and attempted contacts made with the client or on behalf of the client will be entered in the REFER system. Time spent documenting in CIRTIS and REFER is considered part of the service and a billable activity.

d. AAAs will utilize their Department-approved CCE and OAA intake service unit rates when approving staff to perform intake/initial screening and rescreening and to assist with EMS Waitlist release activities as outlined in Step 1 of the December 2014 EMS Procedures under SMMC LTC. AAAs will bill these services to their AAA CCE and OAA contracts under the service intake.

Thank you for your cooperation. If you have any questions concerning the information provided in this notice, please contact your contract manager.