

## MEMORANDUM

**NOTICE #: 120815-1-I-SCBS**

**TO:** Area Agencies on Aging (AAAs)

**FROM:** Samuel P. Verghese, Secretary

**DATE:** December 8, 2015

**SUBJECT:** Notice of Instruction: Required Training for Aging and Disability Resource Center (ADRC) Staff Responsible for Completing the 701S Screening Form

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The purpose of this Notice is to inform the Area Agencies on Aging (AAAs) that the Department is providing a mandatory training for all ADRC staff responsible for completing the 701S Screening Form. The 701S Screening Form is administered over the telephone for the initial screening of applicants for long-term care programs. It is also used as an enrollment management tool to re-screen individuals who are on a waitlist and not active in any program.

The planned webinar training sessions are being provided as follow up to the on-site ADRC training sessions conducted at each of the AAA locations earlier this year. The objectives of the on-site training sessions were as follows:

- Provide clarification to screeners on techniques to use when conducting the 701S on the phone, to provide consistency in the assessment and prioritization process.
- Address issues related to the accuracy of documenting individual responses to questions on the 701S, including the value of adding additional comments in the “Notes and Summary” section throughout the form.
- Explain how information gathered on the 701S is used to prioritize releases from the wait list.
- Review resources available to staff to ensure information collected on the 701S is accurate and consistent.

The upcoming webinar training will include a range of information, from an introduction of key concepts on the 701S Screening Form, to specific helpful hints and definition of terms. The information provided will assist screeners with the ability to present questions in a manner that assures respondents understand the questions. The objective of the webinar sessions is to prepare individuals to complete the on-line training and certification process.

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The Department will present the webinar in two sessions, as listed below. Staff need only to participate in one of the sessions.

Session #1, Wednesday, December 9, 2015, 9:00 a.m. – 12:00 p.m. (EST)

**[Click here to join the webinar on Wednesday 12/9.](https://meet.lync.com/fldoea/weinsteinb/1DD1JQFJ)** (<https://meet.lync.com/fldoea/weinsteinb/1DD1JQFJ>)

The audio portion of the webinar will be via conference call:

**Dial: 1-888-670-3525, code: 3960876812#**

Session #2, Thursday, December 10, 2015, 1:00 p.m. – 4:00 p.m. (EST)

**[Click here to join the webinar on Thursday 12/10.](https://meet.lync.com/fldoea/weinsteinb/GVCBCBVL)** (<https://meet.lync.com/fldoea/weinsteinb/GVCBCBVL>)

The audio portion of the webinar will be via conference call:

**Dial: 1-888-670-3525, code: 3960876812#**

An online version of this training will be made available on the Department's website for future access by those who could not participate in the webinars. Detailed information regarding the certification process for screeners will be provided following each webinar session and posted on the Department's website along with the training. It is necessary for all ADRC staff responsible for completing the 701S Screening Form to complete the required training and certification by January 31, 2016.

We appreciate your continued efforts to provide valuable services to Florida's elders. If you have any questions, please contact your contract manager.

