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GOVERNOR

TERRY F. WHITE
SECRETARY

MEMORANDUM

TO: AAA Executive Directors **NOTICE #:** **110104-3-I-PE**

FROM: Terry White
Secretary

DATE: November 1, 2004

SUBJECT: Notice of Instruction: Guidelines for Preparing Proposal to Transition to Aging Resource Centers by July 1, 2005

The purpose of this Notice of Instruction is to provide the instructions and format for developing a proposal to transition to Aging Resource Centers (ARCs) by July 1, 2005, as required by §430.2053, F.S. Guidance on the operation of ARCs is contained in the attached Implementation Plan submitted by the Department of Elder Affairs to the state's executive and legislative leadership. Additional guidelines will be distributed prior to the meeting planned for November 17, here at DOEA headquarters, which is being announced under a separate Notice of Transmittal.

Dependent on receiving three satisfactory proposals to operate Aging and Disability Resource Centers (ADRCs) with services to elders and adults with severe mental illness, the Department has the permission of our federal partners to use the same selection process to designate the first three Aging Resource Centers, required by statute, as ADRCs per the grant received from the Administration on Aging and the Centers for Medicare & Medicaid Services. Therefore DOEA contemplates that the three agencies that will be designated to become ADRCs will also be selected as the first three pilot ARCs under the terms of §430.2053, F.S.

Although the federal AoA/CMS grant budget currently identifies \$317,000 for contracting with three AAAs to operate Aging and Disability Resource Centers through the remainder of the grant period ending on June 30, 2007, the Department intends to request a budget amendment to shift additional grant resources to the pilot sites. Until that amendment is approved, the Department will commit \$50,000 in ADRC grant funds to each of the three pilot sites for the period of March 1 – June 30, 2005.

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In addition, the Department will supplement the federal grant with \$100,000 in current SFY 2004-05 General Revenue (CSS) funds to assist with the development and start up of each ADRC pilot site; these funds must be spent prior to the end of the state fiscal year on June 30, 2005. Therefore the total first year funding for the ADRCs will be \$150,000, with additional funds committed in the following two years.

The attached files contain the instructions and template for preparing the ARC transition plan. The deadline for submission of the plan is **December 31, 2004**. To be selected for transition to ARCs by July 1, 2005, an AAA plan must meet, at a minimum, the criteria set forth in Section 6.1.1 of the Implementation Plan. Further criteria identified in Section 6.1.2 of the Implementation Plan are also critical to demonstrate readiness for successful operation of an ARC. In addition, DOEA will consider in its selection of pilot sites the demonstrated need for an ARC within the PSA.

The Department will select for transition to ADRCs/ARCs the three AAAs with plans that reflect an understanding of the operational issues of transitioning to an ARC as outlined in the ARC Implementation Plan, provide complete responses to the instructions, and offer the most effective justification of the benefits of operating an ARC in their PSA.

If you have questions about these instructions, please submit them in writing to Sandi Smith (smithsl@elderaffairs.org), the project manager for the ARC Development Team. As always, I appreciate your support as we work together to transform the aging network to this new model of streamlined service delivery.

TW/sls

Attachments:
ARC Implementation Plan, 2004-2007
Instructions for ARC Transition Plans
Template for ARC Transition Plans

cc: Contract Management Unit