



**JEB BUSH  
GOVERNOR**

## MEMORANDUM

**TO:** AAA Executive Directors      **NOTICE#:** 081204-1-I-SWCBS

**FROM:** Terry White  
Secretary

**DATE:** August 12, 2004

**SUBJECT:** Notice of Instruction: Transitioning Aging Out Clientele

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The Department of Elder Affairs (DOEA) and the Department of Children and Families (DCF) have developed a protocol that defines how individuals receiving services through DCF's Community Care for Disabled Adults program (CCDA) and Home Care for Disabled Adults program (HCDA) will transition to the aging network.

Upon turning 60 years of age, individuals in CCDA and HCDA are no longer eligible for these DCF-administered programs. The attached Interagency Agreement was developed to ensure that a consistent protocol is followed for transitioning these individuals throughout the state.

CIRTS has been amended to allow individuals transitioning from CCDA and HCDA to be tracked. Upon assessing an Aging Out individual, set the "Referral Source" field in the assessment to "DCF CCDA" if the individual is currently receiving services under the CCDA program, or set the field to "DCF HCDA" if the individual is currently receiving services under the HCDA program. The "Referral Date" field should be set to the date the client's file was received by the intake agency. (The risk level options will be "None" or "Imminent Risk".) Please include these CIRTS updates in your local protocols.

Also attached are the names of individuals receiving services under CCDA or HCDA that will turn 60 during the next five quarters (as of June 2004). We will send an updated list each quarter. For assistance in managing your Medicaid Waiver budgets, we have also included the names of the Medicaid Waiver clients that are turning 60 during the next five quarters, though this Interagency Agreement does **not** address Medicaid Waiver clients.

Please use the attached Interagency Agreement and the information contained in this Notice to formulate local written protocols with your local DCF office. All local protocols should be fully executed and signed no later than September 30, 2004. A copy of your local protocols should be forwarded to your Contract Manager. Lead Agency case managers should also be provided with a copy of the Interagency Agreement and local protocols.

Attachments

TW/mjs

cc: Ron Taylor, DOEA  
Chris Shoemaker, DCF  
Contract Managers, DOEA

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