



MEMORANDUM

In an effort to promptly identify possible occurrences of Medicaid Waiver fraud and abuse, Medicaid Waiver Exception reports for both ALE and ADA waivers were created. Medicaid Waiver Exception reports identify the claims paid for clients that are not enrolled in the corresponding Medicaid waiver in CIRTS.

**TERRY F. WHITE
SECRETARY**

In order to ensure exceptions are being reviewed, beginning with July 2003 paid claims data, DOEIA is requesting each AAA identify the cause of each exception along with the corrective action taken.

Please send an electronic copy of the Exceptions Summary Report to Ana Garcia-Quevedo and your contract manager by the end of each month beginning September 2003. The exception report for July 2003 paid claims data will be available at the beginning of August and is due by September 30. Each subsequent report is due 6-7 weeks after it is available. The following table lists the reports and their due dates:

| Exception report for Claims Paid Through | Due date |
|---|--------------------|
| July 2003 | September 30, 2003 |
| August 2003 | October 31, 2003 |
| September 2003 | November 30, 2003 |
| October 2003 | December 31, 2003 |
| November 2003 | January 31, 2004 |
| December 2003 | February 29, 2004 |
| January 2004 | March 31, 2004 |
| February 2004 | April 30, 2004 |
| March 2004 | May 31, 2004 |
| April 2004 | June 30, 2004 |
| May 2004 | July 31, 2004 |
| June 2004 | August 31, 2004 |

4040 ESPLANADE WAY
TALLAHASSEE
FLORIDA, 32399-7000

phone 850.414.2009
fax 850.414.2004
TDD 850.414.2001

Notice of Instruction

June 17, 2003

Page 2

For each client listed on the monthly Exceptions Summary report, please enter the reason for the exception and the corrective action needed to remove the exception in the Comments field.

The data in the Exception report can be easily moved into Excel using the following steps:

1. Open the Exceptions Summary report for your PSA using Internet Explorer. The Exception reports are available online at the following address:
http://204.156.255.246/Application/Online_Apps/index.html
2. Select "Save As..." from the File menu and save the file to your hard disk. Make note of where the file is saved.
3. Launch Excel and select "Open..." from the File menu. Locate and open the file you saved in Step 2.

Please contact your contract manager if you need assistance with any of these instructions.

TFW/ms

Cc: Medicaid Waiver Specialists
DOEA Contract Managers
Kathi Chisolm
Chuck Corley
Ana Garcia-Quevedo