



JEB BUSH
GOVERNOR

MEMORANDUM

TO: AAA Directors **NOTICE #:** 062003-1-I-SWCBS

FROM: Terry White
Secretary

DATE: June 17, 2003

SUBJECT: Notice of Instruction: Medicaid Waiver Exception Reports

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.

In order to ensure exceptions are being reviewed, beginning with July 2003 paid claims data, DOEA 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

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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
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