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## MEMORANDUM

**TO:** AAA Executive Directors      **NOTICE#:** 031105-1-I-SWCBS

**FROM:** Carole Green  
Secretary

**DATE:** March 10, 2005

**SUBJECT:** Notice of Instruction: ADA Medicaid Waiver Monitoring

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The new Holistic Monitoring Tool is now available for monitoring the Aged/Disabled Adult Services Medicaid Waiver (ADA Waiver). Beginning April 1, 2005, the Monitoring Tool (Tool) is the approved method for monitoring the ADA Waiver pursuant to the Area Agency on Aging Standard Contract (section D.2.b of Attachment I). This will replace the current method used, i.e. distribution by the DOEA of 10 cases and 75 claims in Excel or Paradox to the AAAs, updating of the files by the AAAs, and the return of the files to the DOEA. For March 2005 monitoring, you may use the Tool or request the 10 cases and 75 claims from the Department.

The Holistic Monitoring Tool brings a coordinated systems approach to monitoring. For each client to be monitored, the Tool provides a six-month summary of the services received, a list of the services received each month during the previous six months, the average care plan cost, the programs the client was enrolled in (or waiting for) as recorded in CIRTS, and the claims paid during the previous six months. Also this allows the user to see all claims paid to the providers who have provided services to the clients being monitored. The Monitoring Tool can be found at the following URL:

[https://199.250.26.80/dev60cgi/f60cgi?form=RMT\\_08262004A.fmx&userid=&otherparams=useSDI=yes&lookAndFeel=generic&colorScheme=teal](https://199.250.26.80/dev60cgi/f60cgi?form=RMT_08262004A.fmx&userid=&otherparams=useSDI=yes&lookAndFeel=generic&colorScheme=teal)

This is web-based. In addition to a web browser, a few files are needed. Computers that have been set up to access CIRTS online or ARTT should have the necessary files. If you need to install these files, they can be found, along with instructions, at the following address: [https://199.250.26.80/artt\\_setup.html](https://199.250.26.80/artt_setup.html). A username and password are needed as well. Each Medicaid Waiver Specialist received a username and password via email on March 1, 2005.

Please note the following:

1. Monthly monitoring must be done between the first of the month and the 7<sup>th</sup> of the following month.
2. The selection of the case management agency to monitor each month is determined by the Medicaid Waiver Specialist. The Tool randomly selects the 10 clients to monitor. All information for the 10 clients listed in the Case Management screen must be monitored and input into the Tool.

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3. At least five claims for each of the 10 clients must be monitored. All information for at least five claims in the Claims Management screen must be monitored and input into the Tool.
4. All information for all providers listed in the Provider Management screen must be monitored and input into the Tool.

The Holistic Monitoring Tool was demonstrated at the Medicaid Waiver Specialist Meeting on February 23–25, 2005, in Miami. A user manual for this program was distributed at that time. If additional copies of the manual or technical assistance are needed, please feel free to contact Ana Garcia at (850) 414-2092 or Mindy Sollisch at (850) 414-2181.

CG/mjs

cc:      Ron Taylor  
          Chuck Corley  
          Ana Garcia  
          Contract Managers, DOEA