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## MEMORANDUM

**TO:** AAA Executive Directors      **Notice #:** **040414-1-I-SWCBS**

**FROM:** Charles T. Corley, Secretary

**DATE:** April 3, 2014

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

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The purpose of this notice is to provide AAAs information regarding the changes to the Department of Elder Affairs' (DOEA) handling of "Aging Out" Clientele data provided by Department of Children and Families (DCF). These changes are as a result of the implementation of the Statewide Medicaid Managed Care Long-Term Care program (SMMC LTC) and the implementation of a new CIRTS report, "Aging Out Referrals to Aging Network."

The term "aging out" has been used in the past to refer to two separate populations:

- One population group is made up of DCF clients enrolled in the Community Care for Disabled Adults (CCDA) or Home Care for Disabled Adults (HCDA) program. At age 60, these individuals age out of CCDA or HCDA and are screened and prioritized (with a priority score of 6) for DOEA services.
- The second population group is made up of DCF clients enrolled in the 18-59 Aged and Disabled Adult (ADA) Medicaid Waiver. At age 60, these individuals transition from the DCF administered waiver to the DOEA administered waiver.

As of March 1, 2014, SMMC LTC was implemented in all Florida Planning and Service Areas (PSAs), replacing the ADA Medicaid Waiver. Therefore, the Department will receive only CCDA and HCDA aging out clientele data from DCF.

Historically, aging out clientele data was provided five quarters ahead of the clients' 60<sup>th</sup> birthday to accommodate local management of waitlists and budgets and ensure transition of DCF waiver clients to the DOEA waiver. To assist the AAAs to better manage this information, beginning with this notice, the Department will require management review and analysis of CCDA and HCDA client data only two quarters in advance of a client's 60<sup>th</sup> birthday.

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Additionally, in order to automate the process and make it more efficient, a new CIRTS report has been created to allow each PSA to access DCF aging out data directly from CIRTS. The report is titled, "Aging Out Referrals to Aging Network" and is report #1 in the *Aging Out* section of CIRTS reports. A screen shot of report parameters for this report is attached for your reference.

By this notice, each PSA is instructed to run CIRTS Report #1, "Aging Out Referrals to Aging Network," with birth dates between 03/01/1954 and 08/31/1954. This report will generate a list of individuals who are currently receiving CCDA or HCDA services and are turning age 60 within the next two quarters. Please note that upon turning age 60, these individuals will no longer be eligible for services in these programs, and must be screened and prioritized for programs serving individuals age 60 and older. AAAs must use the procedures in the interagency agreement *Transitioning Aging Out Clientele Memorandum (081204-1-I-SWCBS)* dated August 9, 2004, to ensure that a consistent protocol is established and followed for screening and prioritizing aging out individuals.

DCF Aging Out Clientele data is updated and transmitted to DOEA four times per year. Every three months DOEA will provide an email notice that aging out data has been updated and will provide instructions to run the new CIRTS report for a specific date range.

If you have any questions, please contact your contract manager. Thank you for your cooperation.

Attachments  
CTC/sk

cc: Robert Anderson, Department of Children and Families  
Marcy Hajdukiewicz, Department of Elder Affairs  
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