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MEMORANDUM

TO: AAA Directors **NOTICE#:** **050913-2-I-SWCBS**

FROM: Charles T. Corley
Secretary

DATE: May 9, 2013

SUBJECT: Notice of Instruction: Statewide Medicaid Managed Care Long-Term Care (SMMC LTC) Aging and Disability Resource Center (ADRC) Technical Assistance and Readiness Review Activities

The purpose of this notice is to provide the AAAs guidance regarding the Department's technical assistance and readiness review activities for ADRCs throughout the statewide implementation of SMMC LTC. The goal is to ensure a seamless transition of existing Medicaid Waiver recipients to SMMC LTC and efficient enrollment of new SMMC LTC recipients.

To ensure all ADRC staff are prepared for the implementation of SMMC LTC, the Department has taken a comprehensive outreach approach, beginning with the provision of two training sessions: the March 27, 2013, Long-Term Care Program Education Training Webinar; and the April 16 and 17, SMMC LTC Training in Tallahassee. The training presentation materials and the SMMC LTC Reference Guide have been made available to all 11 ADRCs to facilitate ongoing staff development.

The Department will continue to provide AAAs ongoing technical assistance through weekly conference calls, beginning at least four months prior to SMMC LTC recipient enrollment in each Planning and Service Area (PSA), in accordance with the "SMMC LTC Regional Enrollment Schedule," and the "PSA-Specific March 2013 ADRC SMMC LTC Roll-Out Timelines." The weekly conference call sessions are designed to address the transition activities needed to implement SMMC LTC, including re-contact and enrollment for the Department's 2012 Aged and Disabled Adult and Assisted Living Waivers Enrollment Management System (EMS) release, and re-screening of the Department of Children and Families (DCF) waitlist for individuals with disabilities, age 18 and older.

Additionally, the Department has developed the attached standardized ADRC Readiness Review Checklist for SMMC LTC, designed to assist the AAAs and

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the Department to evaluate ADRC start-up activities. Beginning at least three months prior to SMMC LTC recipient enrollment in each PSA, the Department will conduct a desk review of the ADRC's readiness, using the readiness review checklist. The Department will also use the readiness review checklist as a guide to conduct at least one site visit of each AAA to ensure the capacity and capability of the ADRC in performing functions for SMMC LTC, as specified by contract. AAAs are encouraged to use the readiness review checklist as an internal guide for ensuring ADRC readiness.

Areas to be reviewed through desk review prior to SMMC LTC recipient enrollment include ADRC planning and preparation activities that address recipient transition, policies and procedures, and organization and governance; and ADRC transition activities that address operational capacity and training. The onsite review will include implementation and operation activities that address ADRC functions and operations. Suitable materials for documentation, along with staff observation, are listed on the readiness review checklist with each review item.

Please contact your contract manager if you have any questions. Thank you for your continued cooperation as we implement SMMC LTC.

Attachment:

ADRC Readiness Review Checklist for SMMC LTC