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GOVERNOR

CHARLES T. CORLEY
SECRETARY

MEMORANDUM

TO: AAA Directors **NOTICE #:** **071713-1-I-SWCBS**

FROM: Charles T. Corley
Secretary

DATE: July 17, 2013

SUBJECT: Notice of Instruction: Release of the New DOEA 701B Comprehensive Assessment Form

The purpose of this Notice is to transmit the new DOEA 701B Comprehensive Assessment Form and sub-assessment forms. All aging network staff responsible for conducting 701B assessments, including completion of sub-assessment forms 701A, 701C, and 701S must use the new forms beginning July 16, 2013.

The forms are defined as follows:

- The 701D Assessment Instructions provide guidance for completion of the DOEA 701B Comprehensive Assessment.
- The 701S Screening Form serves as a screening and enrollment management tool. It will be administered over the telephone for the initial screening of applicants for long-term care programs. It will also be used as an enrollment management tool to re-screen individuals on the Assessed Priority Consumer List (APCL).
- The 701A Condensed Assessment Form serves as a shortened assessment instrument based upon the 701B Comprehensive Assessment Instrument. It will be administered face-to-face for non-case managed clients in General Revenue Local Services Programs and Federal OAA Programs.
- The 701B Comprehensive Assessment Form serves as a broad-based assessment. It will be administered face-to-face for all case-managed clients regardless of the program in which they are enrolled.
- The 701C Congregate Meals Assessment Form serves as a shortened assessment instrument. It will be used to assess individuals for congregate meals and nutrition counseling services in the OAA Title III-C1 Program.

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The DOEA 701B Comprehensive Assessment Form and sub-assessment forms currently located on the Department's website under "Publications" will be replaced with the official forms transmitted with this Notice. Please ensure distribution of this information to pertinent AAA staff and throughout the aging network.

Thank you for your assistance and cooperation as we implement the new DOEA 701B Comprehensive Assessment Form. If you have any questions, please contact your contract manager.

Attachments