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MEMORANDUM

NOTICE #: 080514-1-I-SWCBS

TO: Area Agencies on Aging (AAAs)

FROM: Charles T. Corley, Secretary

DATE: August 5, 2014

SUBJECT: Notice of Instruction: Aging and Disability Resource Center (ADRC) Responsibilities

The purpose of this Notice is to review the responsibilities of Aging Resource Centers (ARCs) in accordance with Section 430.2053, Florida Statutes (F.S.). Although ARCs are governed by Florida Statutes as ADRCs, they are the main component of the Administration for Community Living (ACL) and the Centers for Medicare and Medicaid Services (CMS) No-Wrong-Door design for streamlining access to long-term services and support (LTSS) options for older adults and individuals with disabilities.

The responsibilities of the ARCs and ADRCs have been reconciled heretofore through a single contract with the Area Agencies on Aging (AAAs). However, with the implementation of the Statewide Medicaid Managed Care Long-Term Care (SMMC LTC) Program and the expanded Medicaid administrative claiming (MAC) activities of the ADRCs, the Department recently executed a contract with the AAAs specific to the ADRC Medicaid related functions. Thus, this Notice addresses the remaining functions of the ADRCs that are not funded directly as MAC compensable.

Specifically, these responsibilities include the following:

- The ADRCs' development of a multi-access system to allow individuals to access ADRC activities through a "no-wrong-door" approach through referral agreements with local community entities (access points). Access points perform one or more ADRC functions, including assisting clients who do not need or do not wish to enroll in programs funded by the Department or the Agency for Health Care Administration;
- The ADRC's determination of eligibility for Community Care for the Elderly (CCE), Alzheimer's Disease Initiative (ADI), Home Care for the Elderly (HCE), Contracted Services (CS), and Older Americans Act (OAA) programs. Eligibility is determined for persons residing within the geographic area served and determination of priority ranking for services is

based upon the potential recipient's frailty level and likelihood of institutional placement without such services;

- The ADRCs' management of the availability of financial resources for the aforementioned federal and state funded programs and services for persons residing within the geographic area served;
- The ADRCs' referral of clients to the most appropriate entity to begin receiving services, including lead agencies. Lead agencies ensure individuals who are vulnerable adults in need of services pursuant to s. 415.104(3)(b) F.S., or who are victims of abuse, neglect, or exploitation in need of immediate services to prevent further harm and are referred by Adult Protective Services, are given primary consideration for receiving CCE services in compliance with the requirements of s. 430.205(5)(a) F.S., and that other referrals for services are in compliance with s. 430.205(5)(b) F.S.;
- The ADRCs' convening of a work group (local coalition workgroup) to advise in planning, implementation, and evaluation of the aging resource center; and
- The ADRCs' performance of long-term care options counseling which allows persons accessing the ADRC to determine the most appropriate selection of programs and services, including private pay or locally funded options, based upon impartial, unbiased information.

The AAAs' continued performance of these activities in compliance with guidance provided by the Department is required and appreciated. If you have any questions concerning the information provided in this Notice, please contact your contract manager.