



**RICK SCOTT**  
GOVERNOR

**CHARLES T. CORLEY**  
SECRETARY

## MEMORANDUM

TO: Area Agency on Aging (AAA) Executive Directors and Medicaid Waiver Specialists **Notice #: 120312-1-I-SWCBS**

FROM: Charles T. Corley, Secretary

DATE: December 3, 2012

SUBJECT: Notice of Instruction: Aged and Disabled Adult and Assisted Living Waiver Program Enrollment Management System

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The purpose of this Notice of Instruction is to provide Area Agencies on Aging (AAAs) and Medicaid Waiver Specialists with guidance for implementing the Aged and Disabled Adult (ADA) and Assisted Living (AL) Waiver Program Enrollment Management System (EMS).

Attached to this Notice is the *Aged and Disabled Adult and Assisted Living Program Enrollment Management System* procedures. Reporting instructions and the procedure for the release of names from the Assessed Priority Consumer List (APCL) are outlined in this document.

Effective December 3, 2012, the Department will release names from the APCL to pre-established points of contact at the AAAs and the Comprehensive Assessment and Review for Long-Term Care Services (CARES).

The Department appreciates your cooperation and continued efforts to assist in the enrollment of eligible elders. If you have any questions, please contact Eunice Medina at [medinae@elderaffairs.org](mailto:medinae@elderaffairs.org) or 850-414-2336.

CTC/em

CC: CARES  
Attachment

4040 ESPLANADE WAY  
TALLAHASSEE, FLORIDA  
32399-7000

phone 850-414-2000  
fax 850-414-2004  
TDD 850-414-2001

<http://elderaffairs.state.fl.us>