



JEB BUSH
GOVERNOR

TERRY F. WHITE
SECRETARY

MEMORANDUM

TO: AAA Executive Directors **NOTICE #:** 062303-1-I-SWCBS
CARES Supervisors

FROM Terry White, Secretary

DATE: June 23, 2003

SUBJECT: Notice of Instruction: Required On-Site Assessments

The 2002 Legislature directed the Agency for Health Care Administration (AHCA) to submit annual reports concerning the CARES program beginning December of 2002 and annually thereafter. One of the requirements placed on AHCA was making recommendations for improving the program's effectiveness.

In its first published report, AHCA recommended that all Medicaid applicants for both institutional and community-based services that are determined to meet an Intermediate II level of care through a desk review process be assessed face-to-face by CARES staff. The stated purpose of this recommendation is to ensure that all applicants do, in fact, meet the minimum threshold, medical criteria for Medicaid reimbursement for these services.

In reviewing this recommendation, it is believed that this is a prudent step toward ensuring adherence to the medical eligibility criteria as defined in the Florida Administrative Code, Chapter 59-4 G. CARES staff are hereby required to conduct on-site, face-to-face assessments following each situation in which a desk review has preliminarily determined an Intermediate II level of care designation. The only exception to this requirement would be applicants who can't be located following an unsuccessful diligent search. Efforts to locate these applicants should be documented in the case file.

Please share the contents of this Notice of Instruction with staff under your supervision. Any questions concerning this transmittal should be forwarded to Sam Fante at SC 994-2164 or (850) 414-2164. Thanks for your attention to this matter.

sf/sf

cc: Chuck Conditt, Chuck Corley, Henry Taylor, Bob Maryanski

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