



**JEB BUSH**  
GOVERNOR

## MEMORANDUM

**TO:** AAA Executive Directors **NOTICE#:** 061705-1-I-SCBS

**FROM:** Carole Green  
Secretary

**DATE:** June 17, 2005

**SUBJECT:** Notice of Instruction: APPL CIRTIS Program Status Code

This memo details how the CIRTIS APPL program status code will be used to track the amount of time it takes to complete the Medicaid eligibility processes for the Assisted Living for the Frail Elderly Medicaid Waiver (ALE) and the Aged/Disabled Adult Services Medicaid Waiver (ADA). For these two waivers the APCL status code will hereafter be used to track the amount of time an individual waits for services prior to the approval for the Medicaid eligibility processes to begin.

### When Should APPL Be Used?

The APPL program status code should be used for all individuals going through the Medicaid eligibility processes for the ADA and ALE waivers. The eligibility processes include the functional/medical eligibility determined by CARES, the financial eligibility determined by DCF, and time needed by CCE Lead Agencies to assist in the eligibility processes (which may include obtaining the Form 3008).

### New CIRTIS Codes

New program status termination codes have been added to the CIRTIS Enrollment screen to allow the APPL status code to be terminated. These new APPL termination codes are listed in the table below.

#### New CIRTIS **APPL** Termination Codes (begin with "TP")

TPAF	Terminated APPL placed non-waiver ALF
TPAS	Terminated APPL moved to active status
TPBC	Terminated APPL by client
TPCD	Terminated APPL client died
TPCI	Terminated APPL client condition improved
TPLC	Terminated APPL level of care not met (CARES)
TPMO	Terminated APPL client moved
TPNE	Terminated APPL client not financially eligible (DCF)
TPNH	Terminated APPL placed in nursing home

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APCL entries for these two waivers must be terminated before APPL entries can be added. An additional code was created to terminate APCL when the eligibility processes can begin.

#### New CIRTS **APCL** Termination Code

TACL	Terminated APCL determining eligibility
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### **APPL Compared to APCL**

APCL: (assessed priority consumer list); program status code that identifies when someone starts waiting for services prior to approval to begin the eligibility processes or begin services.

TA : (codes beginning with the letters TA; terminates APCL); program status codes that identify the length of time someone waited prior to approval to begin the eligibility processes or begin services.

APPL: program status code that identifies when approval is given to begin the eligibility processes.

TP : (codes beginning with the letters TP; terminates APPL); program status codes that identify the length of time needed for the eligibility processes.

Individuals assessed with either the 701A or the 701B will be tracked using the APCL and APPL codes as appropriate. APCL and APPL will not be used to track two waiting lists, one for those assessed with the 701A and one assessed with the 701B. Only one waiting list is to be maintained for each program. Approval to begin the eligibility processes is determined by the availability of funds and the priority ranking of individuals.

### **Typical CIRTS Enrollment Steps**

#### When Funding Is Not Available

When a person requests services for the ADA or ALE Waiver and funding is not available:

1. Create a CIRTS enrollment record with the APCL status code. Enter the date the person begins waiting as the “start” date.
2. As funds are projected to become available and the client is ready to begin his/her eligibility determination, terminate the APCL record with the code TACL. Enter the date approval is given as the “end” date.
3. Create a new CIRTS enrollment record with the APPL status code. Enter the date approval to begin the eligibility processes begin as the “start” date.
4. When the eligibility processes are complete, terminate the APPL status code with TPAS. Enter the date eligibility is completed as the “end” date.
5. Create a new CIRTS enrollment record with the ACTV status code. Enter the date services begin as the “start” date.

### When Funding Is Available

When a person requests services for a program at a time when funding is available and there is no waitlist:

1. Create a CIRTS enrollment record with the APPL status code. Enter the date approval to begin the eligibility processes begin as the “start” date.
2. When the eligibility processes are complete, terminate the APPL status code with TPAS. Enter the date eligibility is completed as the “end” date.
3. Create a new CIRTS enrollment record with the ACTV status code. Enter the date services begin as the “start” date.

Note 1: There may be a gap between the date APPL is terminated and the date ACTV begins to reflect the time elapsed between the eligibility determination and the start of services.

Note 2: Retroactive eligibility rules allow the ACTV start date to be set as early as the APPL start date.

### **When an Individual Leaves the Waitlist**

When a person is on the waitlist for ALE or ADA Waiver services and leaves the wait list before approval to begin eligibility is given, use the appropriate APCL termination code (codes begin with “TA”).

### **When an Individual Isn’t Eligible**

When a person is determined not Medicaid eligible or they decide to terminate the eligibility process, use the appropriate APPL termination code (codes begin with “TP”). See the table above in section New CIRTS Codes.

### **Scenarios**

The two scenarios below show the CIRTS enrollment entries for two common situations:  
Scenario 1: A person requests ADA or ALE Waiver services but funding is not projected to be available.

Scenario 2: A person requests ADA or ALE Waiver services and funding is projected to be available

#### **Scenario 1**

A person requests ADA Waiver services on 01/01/2005, but funding is not projected to be available. One month later funds are projected to become available. At that time the person goes through the eligibility processes and begins receiving services on 02/27/2005.

CIRTS Enrollment Entry 1 for Scenario 1

SSN	Program	Program Status	Start Enrollment	End Enrollment
111111111	MW	APCL	01/01/2005	

CIRTS Enrollment Entry 1 shows a CIRTS enrollment entry for an individual who begins waiting for services on 01/01/2005. Since funding is not projected to be available the functional and financial eligibility processes do not begin. The start enrollment date denotes the date the person began waiting for services. An end enrollment date is not entered because the person is still waiting for services.

#### CIRTS Enrollment Entry 2 for Scenario 1

SSN	Program	Program Status	Start Enrollment	End Enrollment
111111111	MW	TACL	01/01/2005	1/31/2005
111111111	MW	APPL	02/01/2005	

CIRTS Enrollment Entry 2 shows the APCL entry updated, terminated with TACL, on 1/31/05. TACL denotes that the APCL phase has ended. The end enrollment date is set to the last date this person waited prior to approval for eligibility to begin. A new record is added with the APPL code. The start date is 2/1/05, the date approval was given to begin functional and financial eligibility. An end enrollment date is not yet entered for APPL because the eligibility processes have not been completed.

#### CIRTS Enrollment Entry 3 for Scenario 1

SSN	Program	Program Status	Start Enrollment	End Enrollment
111111111	MW	TACL	01/01/2005	1/31/2005
111111111	MW	TPAS	02/01/2005	2/26/2005
111111111	MW	ACTV	02/27/2005	

CIRTS Enrollment Entry 3 shows the APPL record updated, terminated with TPAS, on 2/26/05. TPAS denotes that the APPL/eligibility phase has ended and the client became active. The end enrollment date is set to the date the eligibility processes were completed. A new record is added with the ACTV code to reflect when the person became active.

## Scenario 2

A person requests services in the ADA Waiver program on 1/1/05 and funding is available. During the eligibility processes CARES determines the person does not meet a level of care.

#### CIRTS Enrollment Entry 1 for Scenario 2

SSN	Program	Program Status	Start Enrollment	End Enrollment
111111111	MW	APPL	01/01/2005	

Since funding is available the eligibility processes can begin immediately. The person is referred to the lead agency on 01/01/2005. An APPL entry is made in the

CIRTS enrollment table with the start date set to the date approval was given to begin the eligibility processes.

CIRTS Enrollment Entry 2 for Scenario 2

SSN	Program	Program Status	Start Enrollment	End Enrollment
111111111	MW	TPLC	01/01/2005	1/10/2005

CARES determine on 1/10/05 that the client does not meet a level of care. The APPL entry is updated, terminated with the appropriate code TPLC to denote that they did not meet level of care. The end date is set to the date the determination by CARES is made.

**APCL Ranking Report**

Enrollment entries with the program status code APPL are not displayed on the APCL Ranking Report.