



**WEST CENTRAL FLORIDA
AREA AGENCY ON AGING, INC.**
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SERVING HILLSBOROUGH, POLK, MANATEE, HIGHLANDS, AND HARDEE COUNTIES

MEMORANDUM

NOTICE#: 092805-MW-LOC

DATE: September 28, 2005
TO: Case Management Agencies/PSA 6
FROM: Susan McCurry, Medicaid Waiver Specialist
RE: Notice of Instruction: CARES Level of Care Redetermination

The Department of Elder Affairs (DoEA) has forwarded a Notice of Instruction related to ensuring Levels of Care (LOC) are redetermined at least annually for the Assisted Living Medicaid Waiver and the Aged/Disabled Adult Medicaid Waiver programs.

Federal regulations require that level of care must be determined by CARES at least annually. A level of care redetermination may be needed sooner if there is a reason to believe significant changes have occurred in the client's condition. If the level of care is determined within the one-year time frame, and a significant change has not occurred, a new Form 3008 is not required. A new Form 3008 is required if the one-year time frame is exceeded or a significant change has occurred.

The level of care redetermination must be completed within one year of the approval date entered on the most recent Notification of Level of Care form (Form 603). This is the date that the CARES physician or nurse signs the form.

It is the responsibility of the client's case manager to track level of care redeterminations to ensure they are conducted at least annually. It is also the responsibility of the case manager to obtain an updated Form 3008 when there is a significant change in the client's health condition.

To ensure that the level of care redetermination is completed within the one-year timeframe, DoEA is requiring that CARES receive notification of all LOC's due within four months and within two to four weeks of the LOC anniversary date.

In order to assist with identifying clients who will be due for a redetermination, the Area Agency on Aging has developed a Discoverer report entitled "Assessments for Active Medwaiver clients (Past due through 4 weeks/months out)". This report will be forwarded to the CARES Supervisors in 6A and 6B on a monthly basis for their review. Their staff will compare the report against cases received and notify the Area Agency on Aging of any cases that are overdue. This process will be very similar to the "Overdue Assessment" report that is currently completed each month and forwarded to each case management agency for follow-up.



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The Discoverer report will initially be forwarded to each case management agency by close of business today. Thereafter, pulling this report on a monthly basis will be the responsibility of each case management agency.

Ensuring that assessments and care plans needed for redeterminations are mailed or delivered to CARES two to four weeks prior to the LOC expiring will ensure that redeterminations are completed on time. If this time frame is missed, case managers must contact the CARES Supervisor for their area and receive approval prior to sending the request for an updated LOC. Contact with CARES is required to alert them of the quick turnaround time needed and to determine if CARES will be able to review the information by the deadline.

In order for this process to be successful, please note the following items:

- CARES requires a minimum of two weeks to complete the LOC redetermination process once the redetermination packet is received by their office. This time must be considered by the case manager when forwarding a case to meet the LOC expiration date.
- CARES will not accept cases that are not within the twelve-month required time frame without a new Form 3008 and an assessment that is current within 90 days.
- The Discoverer report is meant as a tool to assist in this process, but does not replace the case manager's ultimate responsibility to ensure that all clients within their caseload receive a LOC redetermination on an annual basis.

This Notice of Instruction is effective immediately upon receipt.

Please contact me at (813) 740-3888 extension 227 should you have any questions regarding this notice.

Thank you.

Cc: Gloria Schuyler, Fiscal Director, WCFAAA
Katie Colwell, Medicaid Waiver Specialist, WCFAAA
Robert Spindanger, CARES Supervisor, DoEA
Mark Young, CARES Supervisor, DoEA