

This report will be forwarded to the CARES Supervisors in 6A and 6B on the first of every month for their use and information. The CARES staff will compare the report against redetermination requests received and notify the WCFAAA of any cases for which the LOC has expired.

The "Assessments for Active Medwaiver clients (Past due through 4 weeks/months out)" Discoverer report will be disbursed to each case management agency at the Project Directors Meeting, Friday, September 30, 2005. Subsequent to the report's disbursement Friday, it will be the responsibility of each case management agency to run the report on a monthly basis.

It is the case manager's responsibility to make sure the assessments and care plans required for the CARES LOC redetermination process are mailed or delivered to CARES at a minimum, four (4) weeks prior to the LOC expiring. Timely submission of the packets is required to ensure that LOC redeterminations are completed by CARES prior to the LOC expiration date.

Should the case management agency fail to submit the redetermination packet on a timely basis, the case manager must contact the CARES Supervisor for their area to receive approval prior to sending the request for an updated LOC.

Case management contact with CARES is required to alert CARES 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:

- CARES requires a minimum of two (2) weeks to complete the LOC redetermination process once the redetermination packet is received by their office. This timeframe must be considered by the case manager when forwarding a case to meet the LOC expiration date.
- CARES will not accept cases that exceed the LOC expiration date without a new Form 3008 and an assessment that is current (completed within 90 days of the Request for LOC determination).
- The "Assessments for Active Medwaiver clients (Past due through 4 weeks/months out)" Discoverer report is a tool to assist the case manager in the CARES LOC notification process. It is the case manager's 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.

Should you have any questions, contact me at (813) 740-3888, extension 227.

Thank you.

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