

# NOTICE OF INSTRUCTION

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West Central Florida  
Area Agency on Aging, Inc.



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## NOTICE OF INSTRUCTION #: 022607-MW-CPPProcRev4(jc)

**TO:** All Case Management Agencies

**FROM:** Joan Cecil, Medicaid Waiver Specialist (ext. 264)

**DATE:** February 26, 2007

**SUBJECT:** Revised Care Plan Protocol Procedures

**cc:** Maureen Kelly, President/CEO  
Gloria Schuyler, COO  
Katie Parkinson, Senior Program Manager  
Caran Patrick, Medicaid Waiver Specialist  
Sylvia Nichols Pena, Medicaid Waiver Specialist

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*This Notice of Instruction # 022607-MW-CPPProcRev4(jc) supersedes  
NOI: # 080806-MW-CPPProcRev3 dated, August 8, 2006.*

The purpose of this Notice of Instruction is to revise the Care Plan Protocol procedure effective immediately.

The following changes have been made:

- Form WCFMW 22 has been revised.
- Form WCFMW 23 has been revised.
- The procedures listed under the section Existing MW Clients item # 2 and the section Special Exceptions Procedures item #1 have been changed as follows:

Lead Agency staff will forward WCFMW 23Rev1 and a copy of the cost plan to WCFAAA. The assessment, care plan and case narrative(s) no longer need to be forwarded to WCFAAA.

Lead Agency staff will send Care Plan Protocol requests for Medicaid Waiver clients to the Medicaid Waiver Specialists. The CCE, HCE, ADI, and LSP requests will be sent to the appropriate Program Manager.

The revised Care Plan Procedures and Care Plan Review forms are attached to this Notice of Instruction. Please review and forward any questions or concerns to my attention.

Thank you.