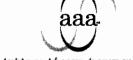
Notice of Instruction

5905 Breckenridge Parkway, Suite F Tampa, Florida 33610 (813) 740-3888 (800) 336-2226 (FL) Fax (813) 623-1342 West Central Florida Area Agency on Aging, Inc.



Assistance. Advocacy. Answers on Aging.

Notice of Instruction Number: #110907-Reimbursement for APS Services - KP

TO:

All Lead Agencies/PSA 6

FROM:

Katie Parkinson, Senior Program Manager (Extension 225)

DATE:

November 9, 2007

SUBJECT:

Ensuring Adult Protective Service Referrals/Services are properly entered into

CIRTS

cc:

Program Managers

This Notice of Instruction is to provide notification of additional funding available statewide. Specifically, \$1,000,000 is being provided from non-recurring tobacco settlement funds for "critical services to frail, homebound elders to help them remain in their homes and in the community." These funds will be used to serve Adult Protective Services (APS) "high-risk" referrals referred on or after July 1, 2007.

CIRTS Entries Required For Reimbursement

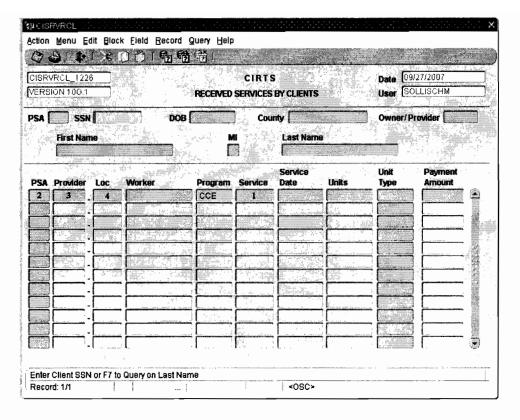
Reimbursement is contingent upon the following information entered in CIRTS for each APS high-risk referral:

- The client assessment must have the referral source set to "abuse/neglect," the risk level set to "High" and the referral date set appropriately;
- CCE services provided (up to 60 days following the referral) must be documented in the "Received Services by Clients" or the "Received Services-Individual SSN" screen. For the 72-hour period following the referral, units of service must be entered using the date-specific method.

A screen shot of the Received Services by Clients screen is shown below and must be **current and accurate** to ensure all funds are able to be drawn down.

Received Services by Clients Screen

The Received Services screen or the Received Services-Individual SSN screen is used to capture the CCE services provided. The Received Services by Clients screen is shown below:



The number of units and unit type must be entered for each entry. For services with variable unit rates, the payment amount must also be entered in the Payment Amount field. This is usually the case for material aid, major appliances and housing improvement services. The Payment Amount is not needed for services with a static unit rate defined in the Service Costs screen.

By the 11th of each month beginning December 11, 2007, and continuing until the funds are depleted, Lead Agencies must ensure the CCE services provided through the previous month are documented in the Received Services screen in CIRTS. The amount paid for services, as determined by data entered in the Received Services screen(s) will be reimbursed until the funds are depleted or the state fiscal year ends, whichever occurs first.

Distribution of Funds

On December 12, 2007, the department will retrieve services and unit rate data from CIRTS to determine the amount of CCE funds spent July 1, 2007, through November 30, 2007, to be reimbursed. Only CCE services provided up to 60 days following a high-risk APS referral will be included for reimbursement. In order for the department to appropriately reimburse for services, it is necessary for the Lead Agencies to ensure all necessary data, as defined above, is entered in CIRTS prior to December 12, 2007, for CCE services provided July 1, 2007, through November 30, 2007, to APS high-risk clients.

Thank you for your continued commitment to Florida's elders. Should you require additional information, please contact Katie Parkinson, WCFAAA Senior Program Manager.