

# Notice of Instruction

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*Assistance. Advocacy. Answers on Aging.*

**Notice of Instruction Number:** 072211-DOEA Programs and Services Handbook-kp

**TO:** All Provider Agencies

**FROM:** Katie Parkinson, Director of Program Management

**DATE:** July 22, 2011

**SUBJECT:** Updated 2011 DOEA Programs and Services Handbook

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The purpose of this Notice is to provide the updated 2011 Department of Elder Affairs *Programs and Services Handbook (Handbook)*. A summary of major changes to the Handbook is attached.

The updated *Handbook* has been posted on the WCFAAA website. Click on the following link to access:

<http://www.agingflorida.net/resources/Program%20Documents/2011%20DOEA%20Program%20Handbook/>

Thank you for your cooperation and assistance in implementing the updated *Handbook*. If you have any questions, please contact your program manager.

Attachment

DOEA PROGRAM AND SERVICES HANDBOOK  
2011 UPDATE  
SUMMARY OF MAJOR CHANGES

Location	Page #	Summary of Major Changes
<b>General</b>		<p>Edits were made in all chapters and appendices of the Handbook to comply with the Department's style guidelines.</p> <p>Recent notices of instruction, clarification or policy have been incorporated.</p> <p>Pursuant to Chapter 430.0402 (1) (a): Level 2 background screening is required for direct service providers.</p>
Chapter 1	Pages 35-36	Content related to DOEA's philosophy and strategy for updating area plans is revised.
	Page 39	OAA citation for area plan requirement is added.
Chapter 2	Page 25	Priority rank for Aging Out (AO), Imminent Risk (IR) and APS is updated.
	Page 27, Items B1 & B2	Reassessments: Definition and example of annual are added.
Chapter 3		Programmatic experts in the Department reviewed and revised the description of their programs.
Chapter 4	General	References to Food Stamps and Supplemental Nutrition Assistance Program (SNAP) are changed to Food Assistance Program.
	Page 44	Service Requirements, Area Agencies on Aging - Incentive Compensation: CFR reference (2 CFR Part 230) is added.
	Page 142	Nutrition Policies, Food Preparation and Safety: Minimum meal temperature documentation requirements are added.
	Page 146	Nutrition Policies, NSIP: Acceptable methods for documenting meals included in the NSIP count are added.
	Page 155	Nutrition Policies, Contribution Schedules: Statement regarding no requirement to advertise the full cost of the meal is added.
	Page 157	Nutrition Policies, Leftover Food: Provision is added to observe and respond to trends of foods typically left over.
	Pages 174-175	Disease Prevention & Health Promotion: List of OAA IIID services is updated.
	Page 216-218	Caregiver Support Programs/Services: Requirements for OA3E, OA3ES and OA3EG are clarified.
Chapter 5	Page 5-7	Service descriptions for CCE are reorganized. Case management is listed as an "other support service."
Chapter 6	Page 8	ADI Services: Requirement of case management for in-home and facility-based respite and model day care is added.
	Page 9	Training: In-facility respite provider training is added to Memory Disorder Clinic requirements.
	Page 18	Memory Disorder Clinics, Coordination with Respite Services: In-home and facility-based respite service providers are added.
Chapter 7	Page 20	HCE Caregiver Eligibility: Statement is expanded to require caregiver to provide a full-time, family-type living arrangement in a private home.
	Page 21	Abuse, Neglect or Exploitation Conviction: Exception provision is deleted.
Chapter 8	Pages 121-123	Attachment 10, AIRS standards is modified to comply with language in the OAA contract.

<b>Location</b>	<b>Page #</b>	<b>Summary of Major Changes</b>
Appendix A	Pages 19-21	Tables are reorganized and separate tables are added for OAA IIID only services.
	Page 60	Disease Information: Unit of Service – Group examples are revised.
	Pages 70-135	Evidence-Based Health Promotion Services are added.
	Page 142-143	Health Promotion: Description and Unit of Service – Group examples are revised for OAA IIID. Original Description and Unit of Service – Group are identified for LSP.
	Page 148	Health Risk Screening: CIRTS reporting requirements chart is updated for individual units of service only.
Appendix B	Page 3	Legal Authority: Reference to FAC 58C-1.007 and 58D-1.006(9), Co-payments and Contributions, is added.
	Pages 28-30	Individual and Couple Co-Pay Schedules are updated for 2011.
Appendix C	Page 6	Section for Electronic Completion of Client Assessment in CIRTS is added.
Appendix D		No significant change.