

# Notice of Instruction

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Your Aging Resource Center

**Notice of Instruction Number:** 071514-DOEA Programs and Services Handbook-mc

**TO:** All Provider Agencies  
**FROM:** Martha Caron, Program Manager  
**DATE:** July 15, 2014  
**SUBJECT:** Updated 2014 DOEA Programs and Services Handbook

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The purpose of this Notice is to provide the updated 2014 Department of Elder Affairs *Programs and Services Handbook*. Included with this notice, as an attachment, is the summary of major changes to the *Handbook*.

The updated *Handbook* has been posted on the WCFAAA website. Please click on the following link or copy and paste into your browser for access:

<http://agingflorida.net/resources/Program Documents/2014 DOEA Program Handbook/>

Thank you for your cooperation and assistance in implementing the updated *Handbook*.

Please be sure to review the updates to the *Handbook* and contact your WCFAAA program manager with any questions.

Attachment

**DOEA PROGRAM AND SERVICES HANDBOOK  
2014 UPDATE  
SUMMARY OF MAJOR CHANGES**

Location	Page #	Summary of Major Changes
<b>General</b>		<p>Recent notices of instruction, and clarifications of policy have been incorporated.</p> <p>References to Medicaid Waiver programs such as Assisted Living Waiver, Channeling, Consumer Directed Care Plus, and Long-Term Care Community Based Diversion Project have been removed. References to Title VII, Elder Abuse, Neglect, and Exploitation have been changed to Vulnerable Elder Rights Protection.)</p>
Chapter 1	Page 24	The definition for Lead Agency was modified in accordance with Section 430.203(9) F.S, requiring designation of lead agency by an Area Agency on Aging at least every 6 years through competitive procurement.
Chapter 2	Page 10	Intake and Screening: Clarification of the requirement to contact an individual with the goal to complete a 701S within three business days after receipt of a client referral. Also documentation requirements were added.
Chapter 3	Page 7	The AMERICORPS Program description was updated to include emphasis on serving low income seniors with Alzheimer’s Disease or related disorders, and veterans.
	Page 8	The CARES Program description modified to clarify the requirement for mandatory pre-admission screening, prior to admission to a Medicaid certified nursing facility for suspicion of intellectual disabilities or serious illness.
	Page 12	The program description for Medicaid Home and Community-Based Service Programs have been modified. DOEA responsibility for the program changes from operations to compliance.
	Page 17	The Serving Health Insurance Needs of Elders (SHINE) Program description was modified.
	Page 18	The Statewide Public Guardianship Office Program (SPGO) description was modified to include expansion of the program to all 67 Florida counties.
Chapter 4	Page 43	The policy on AAA Staffing and Organization modified to include Section 20.41 (F.S) requiring AAAs to appoint an executive director in consultation with the Secretary of the Department of Elder Affairs.
	Page 57	The Technical Assistance and Training section was modified in accordance with the Notice of Transmittal # 050114-1-T-SWCBS, Clarification of Technical Assistance and Training Requirements.
	Page 185	The Long-Term Care Ombudsman, Federal and State Requirements section was modified.
Chapter 5	There were no significant changes	
Chapter 6	Page 10	The Memory Disorder Clinics (MDC) section was updated. Morton Plant Hospital and Florida Atlantic are funded MDCs.
	Page 11	Regional Brain Bank Sites: The Melbourne location removed from the list of sites

<b>Location</b>	<b>Page #</b>	<b>Summary of Major Changes</b>
Chapter 7	Page 19	Assets: Asset limits increased for an individual and couple.
Chapter 8	There were no significant changes.	
Appendix A	Page 146-151	The Service Descriptions and Standards was modified to include new Older Americans Act (OAA) Title III E, Evidence-Based Caregiver Programs “Powerful Tools for Caregivers and Stress-Busting Program for Family Caregivers”.
		The common definition of “completer” for OAA IIID programs was modified (i.e. completer is an individual who has attended 5 out of 8 sessions)
	Page 109	Healthy Eating Every Day: The Delivery Standards/Special Conditions, and Record Keeping and Reporting Requirements sections were modified.
	Page 126	Active Living Every Day: The Delivery Standards/Special Conditions, Provider Qualifications, and Record Keeping and Reporting Requirements sections were modified.
	Page 181	Per Department of Economic Opportunity (DEO) guidance on use of federal funds, the Intake service description was modified to exclude use of federal OAA funds for assistance with EHEAP applications.
	Page 184	Legal Assistance: The Delivery Standards/Special Conditions, Priority Issues Area was modified to identify uniform Legal Problem Categories and Codes adopted by legal providers.
	Page 202	Menu analysis must be signed and dated by qualified dietitian.
	Page 204	Nutrition Services, Congregate Meals: A new service code was set-up for Congregate Meals Breakfast (CNMLB).
	Page 211	Language from Older Americans Act, Section 339 (2) (K) was added.
Appendix B	Pages 29-30	Individual and Couple Co-Pay Schedules were updated for 2014.
Appendix C	There were no significant changes.	
Appendix D	There were no significant changes.	