agency for persons with disabilities
State of Florida

CDC+
Consumer-Directed Care Plus

September 2010

CDC+ Connection – Your Monthly Source of Updates and Helpful Information

Your Consumer Monthly Statements – How Are They Produced?

By the 20th of each calendar month, the CDC+ Finance staff receives a bank statement and electronic files which contain all Consumer account activity that occurred in the previous calendar month. Part of the role of the Fiscal/Employer Agent (F/EA) is to reconcile the program's bank statement and review for accuracy all files received. Once completed, all of the elements necessary to produce the Consumer Monthly Statement can be processed and viewed by the Consumers and Consultants on the Secure Web System. At that point, CDC+ staff can begin printing the statements for mailing. It is the goal of CDC+ to deliver the Consumer Monthly Statements correctly and as quickly as possible. The CDC+ staff strives to complete all reconciling and have your statements produced within 45 days of each calendar month's closing.

Tracking the balance in your account between statements is important to make sure you do not overspend. To best manage your CDC+ account, you must reconcile your statement each and every month. Please refer to the CDC+ Participant Notebook, Appendix M "Balancing your Monthly Statement," for a handy form to assist you in this process. Please log on to the CDC+ Web site by going to www.apdcares.org/cdcplus and clicking on the Participants Section.

Quality Assurance Reviews

Enclosed with the August statement are two important items regarding the Florida Statewide Quality Assurance Program operated under contract by the Delmarva Foundation. These items relate to monitoring of the CDC+ Program. They have also been posted on the CDC+ Web site.

National Core Indicators Survey

All adult participants in CDC+ should have recently received this survey. APD would very much appreciate your taking a few minutes to complete and return the survey by the date requested.

Forms Updated to Verify Background Screening Clearance

Please be on the lookout for the new Employee Information and Vendor Information forms, which are being updated and will be posted on the CDC+ Web site in a few days. They are located in the Participant Notebook appendix. These updated forms are to be completed when you submit provider packets with your purchasing plans to enroll them with the F/EA. Note that both forms now include space for you to document that the provider has cleared the required Level 2 background screening.

If you are using an unpaid natural support as an Emergency Back Up (EBU) for a critical service, that individual must pass a Level 2 background screening prior to providing services just like all other providers, but just the Employee Information Form needs to be submitted with the purchasing plan on which he or she is first listed. The W-4 and I-9 are not required because the individual will not be paid.

CDC+ Purchasing Plan Savings Section Requirements

Here are a few reminders regarding correct completion of the "Savings" section of the CDC+ Purchasing Plan.

1. An explanation for each item being requested must be provided in the blank area on the page in front of the "Savings" section and must be tied to an identified need or goal on the participant's support plan or increase the participant's independence.
2. The Centers for Medicare and Medicaid Services (CMS) require that each item be specifically identified or described before it can be approved. Therefore, list the specific item of equipment you wish to purchase; please do not enter just "equipment." Most service categories are self-explanatory.
3. A provider identified as "TBA" or "Any Provider" cannot be approved.
4. For "Reimbursement," the actual provider name, type, and relationship must be entered.