

GLOSSARY

AHCA – Agency for Health Care Administration – The single state agency in Florida responsible for administering the Consumer-Directed Care Plus Medicaid 1915(j) State Plan Option and Florida’s Medicaid program.

APD – Agency for Persons with Disabilities – Provides supports/services to individuals with Developmental Disabilities, Children (age 3-17) and Adults (age 18 and older), through four Developmental Disabilities Home and Community Based Services (DD/HCBS) Medicaid 1915(c) Waivers.

Annual Re-assessment – This is the process that takes place every year whereby a participant’s DD/HCBS waiver Support Plan is updated and if service needs have changed, the Cost Plan is amended and submitted to the Prior Service Authorization contractor for approval.

Area CDC+ Liaison – APD staff person responsible for administering CDC+ at the local level. Such staff is located in each APD Area office. This person is responsible for approving all CDC+ purchasing plans for consumers served by the Area Office.

Area Offices – Agency for Persons with Disabilities offices responsible for administering programs at the local level. There are 14 such offices throughout the state, as follows:

Area #	Counties Served	City of Office Location
Area 1	Escambia, Okaloosa, Santa Rosa, Walton	Pensacola
Area 2A	Bay, Calhoun, Franklin, Gulf, Holmes, Jackson, Washington	Panama City
Area 2B	Gadsden, Jefferson, Leon, Liberty, Wakulla	Tallahassee
Area 3	Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Putnam, Suwannee, Taylor, Union	Gainesville
Area 4	Baker, Clay, Duval, Nassau, St. Johns	Jacksonville
Area 7	Brevard, Orange, Osceola, Seminole	Orlando
Area 8	Charlotte, Collier, Glades, Hendry, Lee	Ft. Myers
Area 9	Palm Beach	West Palm Beach
Area 10	Broward	Ft. Lauderdale
Area 11	Miami-Dade, Monroe	Miami
Area 12	Flagler, Volusia	Daytona Beach
Area 13	Citrus, Hernando, Lake, Marion, Sumter	Wildwood
Area 14	Hardee, Highlands, Polk	Lakeland
Area 15	Indian River, Martin, Okeechobee, St. Lucie	Ft. Pierce
Area 23	DeSoto, Hillsborough, Manatee, Pinellas, Pasco, Sarasota	Tampa

CMS – Centers for Medicare and Medicaid Services – The federal agency that authorizes consumer directed programs throughout the United States.

CDC+ – Consumer-Directed Care Plus Program – A program based upon the belief that informed participants or their representatives can determine their own service needs, determine how and by whom these service needs will be met, and monitor the quality of

services received. Program participants and their representatives use a Fiscal/Employer Agent to assist them with employer-related and bill paying tasks, such as paying providers and withholding and paying employer and employee taxes. Consultants assist participants/representatives in assessing their needs and determining how to access services, in developing and implementing their Purchasing Plans and in obtaining information about how to manage their services, providers, and workers.

CDC+ Fiscal Department – The Fiscal/Employer Agent (F/EA) for the CDC+ program.

Consultant - A waiver support coordinator specifically trained to assist CDC+ participants with program administration and care management.

DHE – Directly Hired Employee – Individuals who are directly hired by a participant to provide long-term care services. Under common-law rules, anyone who performs services for an employer is the employer’s employee if the employer can control what will be done and how it will be done. Even when the employer gives the employee freedom of action, the employer has the right to control the details of how the services are performed. The employer is responsible for withholding and paying income and employment taxes for employees. An employee is paid based on an hourly rate of pay and hours worked are documented on a timesheet rather than an invoice.

Employee Packet – The three forms required to be completed and submitted to the F/EA in order to enroll a new Directly Hired Employee (DHE) with the Fiscal/Employer Agent so that person can be paid: Employee Information Form, IRS Form W-4, and DHS Form I-9.

Employer – Under CDC+, this term refers to the participant, who is the employer of record.

F/EA – Fiscal/Employer Agent – The entity responsible for reviewing and processing employment information, paying vendors and independent contractors, paying employees in accordance with the Fair Labor Standards Act, withholding and paying state and federal taxes on behalf of the CDC+ participant, and providing monthly statements of account to each participant.

IC – Independent Contractor – A sole proprietor of a business or an individual who, by virtue of the working relationship to the participant, meets the IRS criteria for an independent contractor and is therefore not considered a common law employee. As a general rule this means that the employer has the right to control or direct only the result of the work performed not the means and methods for accomplishing the result. The employer neither withholds nor pays any taxes on behalf of independent contractors; independent contractors are responsible for filing their own taxes and are paid from an invoice rather than a timesheet.

Medicaid Provider – A service provider that has executed a Medicaid provider agreement with AHCA or APD and meets all Medicaid requirements.

Monthly Statement – A document provided by the F/EA to the participants, consultants and APD on a monthly basis that shows the beginning and ending balance of the participant’s account along with the detail of all deposits into and expenditures from the account during a given month.

Monthly Budget Allowance – The amount of money made available each month to a participant to purchase services and supports that meet the participant’s needs that have been identified on the Support Plan or increase his or her independence.

Participant – A person who has chosen to participate in the CDC+ program, has met the enrollment requirements, and has received a monthly budget allowance.

Program – The Consumer-Directed Care Plus (CDC+) program.

Program Participant – An individual enrolled in Consumer-Directed Care Plus, may also be referred to as participant or consumer.

Purchasing Plan – This is a monthly plan of expenditures for service and supports that is developed by a CDC+ participant or representative.

Reimbursement – The participant or the participant’s representative may be reimbursed for items or services identified in the Savings or OTE/STE section of the approved Purchasing Plan that they have purchased and paid for with their own funds. In order for a reimbursement to be allowable, the provider must be an incorporated business, and the participant must be able to produce evidence of having paid the invoice from his or her own funds. In order for a reimbursement to be authorized, the provider listed in the Savings or OTE/STE section of the Purchasing Plan must be identified along with “Participant/ Representative Reimbursement” on an approved Purchasing Plan.

Representative – An individual selected by the program participant to manage the program on his or her behalf. A representative may be a person who is duly appointed or designated in the manner required by law or rule to act on behalf of another individual (e.g., legal guardian, conservator, or power of attorney). Representatives advocate for and act on behalf of the program participant in all CDC+ matters.

Reimbursement Tracking Form – A form completed by the participant to track his or her receipt of an invoice, payment of the invoice, and subsequent reimbursement request from CDC+ funds. This form or a similar form of the participant’s own making, is an optional form designed to assist the participant in managing the CDC+ program.

Restricted Services – services, usually of a medical nature, that are approved on a participant’s DD/HCBS Cost Plan. Such services are prescribed by a physician or authorized by a local review committee, provided by providers with professional licensure or certification, and include the following:

Adult Dental Services	Dietitian Services
Behavior Therapy	Behavior Therapy Assessment
Behavior Assistance Services	Occupational Therapy Assessment
Occupational Therapy	Physical Therapy Assessment
Physical Therapy	Respiratory Therapy Assessment
Respiratory Therapy	Speech Therapy Assessment
Speech Therapy	Private Duty Nursing / RN
Private Duty Nursing / LPN	Skilled Nursing / RN
Skilled Nursing / LPN	Environmental Modification Assessment
Specialized Mental Health Therapy and Assessment	Vehicle Modification

Environmental Modifications	
Equipment	

Vendor – A business entity that provides services and supports to a participant under the CDC+ program. This is a general term that includes independent contractors, for profit and not-for-profit agencies, and retail merchants that sell supplies. Vendors are paid from an invoice rather than a timesheet.

Vendor Packet – The forms required to be completed and submitted to the F/EA in order to enroll a newly hired vendor with the Fiscal/Employer Agent so the vendor can be paid. A vendor who is an independent contractor (IC) requires a vendor packet that includes a Vendor Information Form and an IRS Form W-9. A vendor who is a private, for-profit or not-for profit incorporated business requires a vendor packet that includes a Vendor Information Form (only); the IRS Form W-9 is optional.

Unrestricted Services – services and supports, usually of a social nature, that a CDC+ consumer may purchase so long as the service clearly meets the consumer's needs and goals as identified on the DD/HCBS Support Plan. Such services, when purchased in the CDC+ program, do not have to be identical to or in the same quantity as the same services funded in the DD/HCBS cost plan. These services are intended to help the consumer live in his own home or in a family home, and perhaps participate in the community, and include the following:

Personal Care Assistance	Companion Services
Adult Day Training	In-Home Supports
Respite	Over-the-Counter medications
Consumable Medical Supplies	Gym Membership
Non-traditional (Other) Therapies	Personal Emergency Response System Installation
Personal Emergency Response System	Summer Camp
Parts and Repairs for equipment	Employment
Training	Transportation
Supported Living Coaching	
Residential Habilitation	

Workweek – The CDC+ workweek begins at 12:00am Monday and ends at 11:59pm Sunday. All businesses are required to designate the workweek for its employees for purposes of determining overtime. Employees are eligible to be paid time and a half for working more than 40 hours during a workweek, unless the type of work they provide is exempt from overtime pay. If an employee is a live-in employee, that employee is also exempt from overtime pay.