



agency for persons with disabilities
State of Florida

APD PROVIDERS / SUPPORT COORDINATORS JOINT MEETING

April 30, 2014 9:30 A.M.

401 NW 2ND AVENUE, SUITE N-1011, MIAMI, FL 33128

AGENDA ITEM	ISSUE/DISCUSSION	ACTION/FOLLOW UP
	<p>Meeting began at 9:38 a.m.</p> <p>Ms. Jackson welcomed the audience and advised the audience that Ms. Evelyn Alvarez may be joining us later since she is on a conference call along with Mr. Kirk Ryon.</p> <p>Meeting began at 9:38 a.m. Regional Program Supervisor, Hillary Jackson introduced herself and welcomed participants. Monroe County participants via conference call were acknowledged. The audience was asked that all phones to be silenced to avoid interruptions. Management staff and other key staff introductions were made. There were no new providers identified.</p> <p>Guest Speaker – Andy Travaglia, Owner of Lee and Marie’s Cakery</p> <ol style="list-style-type: none">1. <u>CDC+</u><ul style="list-style-type: none">➤ No new information to share.2. <u>iBudget</u><ul style="list-style-type: none">➤ There is no new information regarding Moreland notices based upon the stay that was issued. In the upcoming months notices will be mailed out to the waitlist to waiver enrolled consumers.➤ As a reminder Support coordinators, if you do not have a tracking system in place we recommend that you create one immediately. There are several consumers whose Medicaid eligibility has lapsed. The eligibility date is approximately the same time every year so assisting consumers/families should not be a difficulty for you to submit documentation to DCF timely. <p>After submitting required documents to DCF and you are experiencing delays with</p>	

having your consumer's eligibility process completed, please copy me on your email to the DCF staff indicating this. Some of you have been doing this and I believe you have been able to get issues resolved.

3. **Costplan/ABC Issues**

- Ms. Jackson reminded all support coordinators to review their entire caseload and update ABC demographics for consumers.
- Ms. Jackson reminded support coordinators to attempt to address any emergency service needs a consumer has by seeking natural supports or community resources. If that is not an option please look into adjusting services within the costplan to address the need quickly. Please notify our office so that we can quickly look at this costplan that you have submitted.
- Ms. Jackson reminded all support coordinators to attend all training opportunities that State Office offers. Throughout this week there are trainings being held regarding ACLM 1 & ACLM2 ABC screens. Unfortunately, those of you that was on yesterday's call with Melinda Colter will need to take the training on one of the other remaining dates/times.
- Budget allocations for iBudget consumers should be done by 4/30/14 (today). We have not heard of any change of date as yet. During the meeting, Ms Jackson advised the audience that allocations were done.

4. **Documentation**

- All service requests require the determination of medical necessity be made by our office. Support coordinators, you are still required to provide us with supporting documentation to justify the service request. Please refer to the Handbook requirements for services or refer to the SFR training held for support coordinators.

5. **Hearings**

- Please remember to withdraw any hearing request accordingly. We ask that you send the withdrawal to not only Melissa Lopez's (on maternity leave) attention but also to the Waiver staff that processed your SFR. You can contact Ms. Ariadna Martinez at ariadna.martinez@apdcares.org or 305-377-5022.

6. **Support Plan/Case Note Issues/Service Requests**

- a. **Please do not submit support plans with pen/ink changes any longer to our office.** In a prior provider meeting this was also emphasized by Mrs. Tomea Sippio-Smith as it creates difficulties for consumers with service requests in which our office may deny/terminate a service. It also poses difficulties for consumers that have upcoming hearings since APD staff are not able to have a clear picture of this consumer.
- b. Again for your consumers under age 21 requests that would need continuation, in order to ensure that you properly plan for a smooth transition, **please track your minor consumers and submit your requests 3 months PRIOR to the consumer's 21st birthday to our office!** If possible, when submitting requests for consumers turning 21 for their continuation of Medicaid State plan services we ask that you do not add other services into this packet. It is critical that you verify all supports/services that your consumer was receiving. It is most helpful if you directly contact the actual provider and obtain supporting documentation from them. Please realize that services that were not previously approved via Medicaid State plan will require the submission of a Supplemental Funding Request (SFR). We locally process the turning 21 packets submitted to our office.
- c. When submitting a Supplemental Funding Request (SFR) for your consumer you must submit all supporting documentation for existing services – we recommend the most recent documents for approximately 6 months. Additionally, you must provide justification for the new or increased service you are requesting. Often times schedules are needed to get a complete picture of the consumer's day and to ensure services do not overlap. Documentation for the caregiver is most beneficial when you are indicating the caregiver cannot assist the consumer. Efforts made to secure natural/community resources is critical for you to document in the support plan.

Please be sure to submit the **Cost Plan Adjustment Worksheet completed in its entirety with the SFR requests.** Some of you are not including correct begin dates or calculations. We cannot continue spending time correcting these for you.

d. Several of you **have not been submitting support plans** to our office as required by the Handbook page 2-85. As you are aware support plans are to be submitted to the Region for review and approval. Page 3-3 of the Handbook allows the Region to recoup money from the support coordinator for noncompliance. Providers, you should also take note to the recoupment that can also be done as well. We have noted an issue in which some of the support plans that was saved by our office are no longer showing on our local network. I have requested assistance from our IT staff to restore as many items as they can. We apologize in advance for requesting that you re-submit items to our office but will appreciate your cooperation until IT is able to assist in resolving this matter.

7. Other Issues

- As a reminder to all please have your email signature area include your name and contact information.
- Remember Delmarva staff will be at our May 15, 2014 meeting.
- MMA enrollment staff will be at our June 19, 2014 meeting to give more details about MMA.
- Support Coordinators, please be reminded to issue the HIPAA notice that was sent to you on 4/23/14 reminder to all please have your email address include your name and contact information.
- APD will be creating standardized email addresses statewide. DO NOT USE-- this is just an example – southernincident reports@apd.org, southernSFR@apd.org. The email addresses are not yet finalized. Once they are we will alert all accordingly.
- AHCA background screening is to be done for agency heads/owners. The employees will need to be screened by DCF.

Ms. Powell welcomed the audience and mentioned that April is Autism awareness month. Autism is a condition that is pervasive, neurologically based, meaning that the condition is not the result of physical impairment. According to CDC one in 68 U.S. children has an autism spectrum disorder, which is 30% increase from one in 88 two years ago. Children with autism continue to be overwhelming male. One in 42 boys has autism, 4.5 times as many as girls.

The Agency for persons with disabilities serves clients with autism that meet specific criteria, not everyone diagnosed with autism will be a client of the Agency. In order for someone with a diagnosis for autism to be eligible for services they will need to meet a total of at least features under severe communication disorders and severe behavior disorders.

➤ Characteristics under the category of severe communication disorders are:-

- a) A delay in, or total lack of, the development of spoken language (not accompanied by an attempt to compensate through alternative modes of communication such as gesture or mime);
- b) Stereotyped and repetitive use of language or idiosyncratic language;
- c) For those applicants with speech, marked impairment in the use of multiple nonverbal behaviors such as eye-to-eye gaze, facial expression, body postures, and gestures to regulate social interaction;
- d) Failure to develop peer relationships appropriate to developmental level;
- e) A lack of spontaneous seeking to share enjoyment, interests, or achievements with other people;
- f) Lack of social or emotional reciprocity;
- g) Marked impairment in the ability to initiate or sustain a conversation with others in individuals with adequate speech; or
- h) Impaired imaginative ability evidenced by a lack of varied, spontaneous make-believe play or social imitative play appropriate to developmental level.

➤ Severe Behavior Disorders

- a) Encompassing preoccupation with one or more stereotyped and restricted patterns of interest that is abnormal either in intensity or focus;
- b) Apparently inflexible adherence to specific, nonfunctional routines or rituals;
- c) Stereotyped and repetitive motor mannerisms or
Persistent preoccupation with parts of objects (65G-4.014 Eligibility for Agency Services)

III. ADJOURNMENT	Meeting adjourned at 12:20 P.M.	
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Attendance:

Martha Khan, Nayza Hernandez, Alejandro Garcia, Marjorie Deza, Glenda Ferrer, Antonio Canteli, Riccardo Pierre, Armando Mauri Perez, Isis Espino, Dora Guzman, Nahir Cardoso, Vivian Owen, Portia James, Monica Gomez, Aileen Phelan, Shawntisha McCown, Barbara Smith, Diane Gelpi, Manuel Achong, Felisha Williams, Amanda Ortiz, Natacha Corrales, Leticia Sanchez, Gladys Minino, Cynthia Gay, Jacques Thompson, Ellen Bethel, Lordes Matamorus, Elizabeth Apiau, Isabel Guiti, Andres Pacheco, Muriel Cuadro, Heilyn Gandia, Jeanne Pierre, Montrese Albury, Dionne Barton, Josephine Livingston, Audrey Lawrence, Rene Gomez, Melissa Myrthil, Roberto Pire, Jose Casanove, Gloria Rodriguez, Pedro Herrera, Etha Griffith, Marianela Wata-Wara, Veronica Oliver, Derick Toro, Pascale Malette, Jorge Villalon, Carmen Hernandez, Ludmila Senkevich*, Leticia Sanchez*, Ally Jalice*, Jessica Sutter*, Lorraine Symon*, Diana Flenard, Eileen Rowe, Neil McMichael

* Denotes tardiness of more than 15 minutes