



agency for persons with disabilities  
State of Florida

**SOUTHERN REGION APD PROVIDERS / SUPPORT COORDINATORS MEETING**  
**Thursday, May 15, 2014 9:30 A.M.**  
**401 NW 2<sup>ND</sup> AVENUE, SUITE N-1011, MIAMI, FL 33128**

AGENDA ITEM	ISSUE / DISCUSSION	ACTION / FOLLOW UP
I. CALL TO ORDER	<p>Meeting began at 9:40 a.m. Regional Operations Manager Evelyn Alvarez introduced herself and welcomed participants, requested that all phones be silenced to avoid interruptions.</p> <p>Welcome our conference call participants. (Representatives from MARC, AGAPE, Key's Konnetions)</p> <p>Friendly reminder: This room is the DCF District Administrator's conference room and we are very appreciative that it is made available to APD for our Provider Meetings. However, the room is only available to until about 11:30am. When we adjourn please be reminded to do so promptly, quietly and pickup all of your belongings. If you need to meet with one of your colleagues we ask that you do so in the 4<sup>th</sup> floor cafeteria. Thank you for your cooperation.</p> <p><b>Management staff introductions:</b> Hillary Jackson, Kirk Ryon, Maria Linares</p> <p>Ms. Alvarez, recognized the children that were in attendance with their parent "Bring your child to work day"</p> <p><b>Guest Speakers:</b> Delmarva Cancellation. Ed Debardeleben, Chief Quality Management</p> <p>Addressed clarification of Missing D &amp; E Eligibility Worksheet/Level of Care memorandum dated 5/12/14 (sent to all Providers 5/12). Clarification: Cannot go back retroactive to correct reports when scores were affected as a result of APD not providing the D&amp; E letter.</p>	

**Announcement:** Sharon Powell, RN has separated from APD, she is an amazing person, professional and integral part of the SR Management Team we will miss her. I will be supervising the Clinical Work stream until the RPS position is filled. Medical Case Management, QSI, Behavioral Services and Intake & Eligibility.

**New Staff Announcements:** Clinical Work stream: Henry Etienne, Raul Duran, Juan Carlos Sanchez QSI, Cynthia Guzman, AAI

**New Provider Announcements:** None

**State of the Region:**

- Vacancies on hold until after 7/1/14 (5)

FCC: Monthly meeting second Wednesday of the month 10am, S-811. Available seats!

OTHER Announcements:

Hurricane Season starts June 1, APD Gets SEAT at the EOC!

**II. STATE / AREA  
AND APD UPDATE**

State Update:

The Agency for Persons with Disabilities (APD) fared very well as the legislative session wrapped up May 2. I am thrilled that our funding priorities are included in the proposed 2014-2015 state budget, and thank Governor Rick Scott for supporting APD in his budget recommendations. Here are some of the highlights of the APD funding included in the proposed 2014-2015 state budget:

- \$20 million to enroll critical needs waiting list individuals in the Medicaid waiver program
- \$1.5 million is being re-appropriated for the Client Data Management System which will be the new APD computer system to track customer information and provide information to customers and providers
- \$500,000 to continue the Employment and Internship program for about 200 waiting list individuals
- \$2.6 million to make repairs to APD facilities
- \$1 million for repairs at Billy Joe Rish Recreational Park, located on Cape San Blas
- \$400,000 for actuarial services to analyze the rates for live-in services
- Re-appropriation of unexpended waiver services budget authority to address potential budget shortfalls during Fiscal Year 2014-15
- \$1.3 million for an increase in adult day training provider rates
- \$539,280 to increase the personal needs allowance for Developmental Disabilities Center customers

**CONTINUED STATE /  
AREA AND APD  
UPDATE**

A major provision has been included in the budget to help military families. Military families who have a member receiving Medicaid home and community-based services in another state will now automatically be eligible to enroll in Florida's Medicaid waiver if they are transferred to Florida as part of their military service. This will help military families tremendously when relocating to the Sunshine State so their loved ones will continue to receive needed services.

Additionally, APD is happy to report that grandparents will now be able to serve as members of the Family Care Councils (FCC) when the proposal has final approval. The bill allows the governor to appoint grandparents to the FCC, expanding those eligible to serve on the advisory boards. Our thanks goes to the FCC bill sponsors Senator Nancy Detert and Representative Jose Felix Diaz.

- For more information about the Agency for Persons with Disabilities, please contact Evelyn Alvarez at (305) 349-1478.

Kirk Ryon announced the 2014 Gallery of Dreams which will take place at the State of Florida, Rhode building during the months of July and August 2014. Individuals or Agencies may submit artwork created by clients with disabilities to the Southern Region QA office for display. Between now and June 13, 2014, your individuals or agencies may submit the names of the artists for the Gallery of Dreams exhibition and you may submit the art work beginning on June 16<sup>th</sup> 2014. Each artist may exhibit up to two works of art. Art for the exhibit will displayed on a first come, first serve basis. A flyer for the Gallery of Dreams was submitted.

Kirk Ryon discussed the updated requirements for background screening of provider agency owners when they submit a new application or are re-screened at 5 years when their previous results expire. These individuals must now have an AHCA screening which can be ordered through the live-scan vendors using ORI number: FL922013Z. Direct care staff will continue to be screened by DCF using the agencies OCA number. Eventually, the entire background screening system will convert to the AHCA Clearinghouse. A background screening memo which clarifies the new process was distributed.

Kirk Ryon discussed Provider Enrollment and the back-log of new provider applications. Mr. Ryon noted that most of the backlog of applications has been addressed and applicants are being notified of the status of their application. Mr. Ryon noted that the Southern Region is actively seeking new providers in the category of Support Coordination, particularly for CDC; Behavior Analysts and Behavior Assistants and Therapists under the various categories of therapy provided under the waiver. Due to ongoing staff shortages, we will give priority to applicants for services where there is a service shortage.

Mr. Ryon noted that the Southern Region has emailed out approximately 285 agreements to providers and provider agencies whose agreements expire on June 30, 2014. Of those, only about 20 came back as undeliverable. The providers whose email addresses did not work will be called individually for an updated address. Those who received notices that their Provider Agreement would expire in June 2014 need to sign the agreement as instructed, attach a copy of their up to date liability insurance and return the agreement and insurance documentation to the Southern Region Office as quickly as possible but no later than May 31<sup>st</sup>, 2014. Any provider or provider agency who was not sent an agreement but whose agreement runs out in June 2014 needs to contact Kirk Ryon at 305-377-7436.

## **CDC+**

Ms. Jackson mentioned that consultants will begin receiving emails directly from CDC+ State Office staff. This may include the signed purchasing plans/quick updates.

Consultants please remind representatives to review the Delmarva monitoring tool to ensure they have all required documentation on hand before the Delmarva review date/time.

## **iBudget**

Ms. Jackson stated that Waitlist to Waiver Round 3 enrollment has commenced in Southern Region. We have 56 consumers identified for enrollment. Support coordinators, we ask that you properly complete the AIM documentation along with other required items that need to be submitted to our office. Please re-read the email that I sent to you all last week.

## **Costplan/ABC Issues**

- Ms. Jackson reminded all support coordinators to review their entire caseload and update ABC demographics for consumers. This will be monitored ongoing by State Office.
- Support coordinators, if you have not finished your costplans and submitted them in the iBudget system we ask that you please do so immediately, especially those of you that have not complied with the deadlines issued. Please ensure that you are not submitting costplans to our office “manually.” We ask that you please submit the costplans for CDC+ consumers first. You and your staff are welcome to use our office as time is of the essence to complete these costplans. My staff and I are readily available to assist you while you are in our office.
- Support coordinators please be reminded of the ABC ACLM 1&2 make up training that will be held with State Office tomorrow from 2-4 p.m. If you did not previously attend, please ensure that you do.

## **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.

Please ensure that the HIPAA notice is issued to all APD waiver consumers by 8/30/14. The consumer/guardian must sign the HIPAA Notice receipt. Support coordinators, you must send us a copy of this signed document for each of your consumers by 8/30//14 to Nelly Perry's attention.

## **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](mailto:ariadna.martinez@apdcares.org) or 305-377-5022.

## **Support Plan/Case Note Issues/Service Requests**

- a. Please do not submit support plans with pen/ink changes any longer to our office. 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. 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 complete the Costplan Adjustment Worksheet correctly. It must include ALL services the consumer will receive in both the current and pro-rated portion. Our office will not be correcting this document for you so you must complete it and submit it correctly as part of the SFR documentation.

	<p>c. 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 if 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.</p>	
	<p>Ms. Linares mentioned that the state has re-allocated \$500,000 to EEP for the new fiscal year 2014-2015. With that said, please send in your 6-month proposals (July 1<sup>st</sup> to December 31<sup>st</sup>, 2014) for each of your EEP clients no later than May 31<sup>st</sup>, 2014. Proposals cannot be retroactive!</p> <p>Ms. Linares stated that as we get closer to end of the fiscal year, please stay on top of your invoicing. April invoicing was due last week! If you haven't submitted an invoice for April, please get it to my office by end of business May 15.</p> <p>Ms. Linares identified that we have received Emergency Information Kits in 3 languages, English, Spanish and Creole. Please stop by our office to pick them up for your clients. Supplies are limited and it is first come first served.</p> <p>Ms. Linares stated Phase 3 of the Wait List to Waiver enrollment has begun with 58 consumers transitioning to the Waiver. This year we have processed over 300 consumers that were on the wait list to the waiver in the Southern Region.</p>	
<p><b>III. ADJOURNMENT</b></p>	<p>Meeting adjourned at 12:20 P.M.</p>	

**Attendance:**

Diana Guzman, Gloria Fortune, Josephine Livingstone, Diversivied Portia James, Audrey Lawrence, Zoila Delgado, Cesar Delgado, Natacha Corrales, Xiomara Gonzalez, Emily Hernandez, Danila Grew, Muriel Cuadro, Mable Burger, Veronica Oliver, Maria Morales, Manuel Achong, Cynthia Gay, Ellen Bethel, Kathy Morman, Jorge Villalon, Xiomara Benavides, Desma Walker, Jerome Silvester, Lourdes Matamoros, Nereida Babilonia, Caridad Diaz, Janet Batet, Aillen Phelan, Nayza Hernandez, Dionne Barton, Maribel Galuan, Katena Broussan, Derick Toro, Blondy Moore, Cristiana Robaina, Pedro Herrera, Pascale Malette, Haydee Milian, Rebeca Freeman, Andres Pacheco, Jeanne Pierre, Leticia Sanchy, Martha Gonzalez, Carlos Rocha, Dora Guzman, Judith Rodriguez, Isis Espino, Gladus Jackson, Gladys Minino, Sherrie Dadvilla, Elizabeth Apian, Cherie O'geen, Steven Kuster, Clara Chwknwuelne, Kibel Quesada, James Louis, Martiza del Carmen Mendoza, Iezabel Garcia, Arndd Coats, Diamelys Pordomingo, Marcos Lopez, Teresa Crescenzo, Gisel Prado, Vinan Owen, Lillianne Fernandez, Patrice Lawrence, Maria Rodriguez, Adriana Calle, Sophonie Maneus, Alana Grant, Dominique Bain, Lola Bain, Mildred Johnson, Felisha Williams, Albert Moises, Joann Haas, Carlos Duardo, Wanda Nittis, Marledis Martin, Adelayda Almaguer, Chris Chulqueelue, Jackie Butler Wilson, Uosenia Sanchez, Mercedes Franco, Sabrina Altidor, Medeleine Garcia, Laura Vinent, Dwight Henry, Jennifer Maxwell, Avis Rodriguez, Marianela Wata-Wara, Gloria Rodriguez, Christine McAniff, Diana Flenard, Dixie Henkel, Aileen Rowe, Neil McMichael, Elizabeth Coats, Dr. Ruth Frank's

**\* Denotes tardiness of more than 15 minutes**

\*Martha Khan, \*Tammie Martin, \*Martha Osaghae, \*Amanda Ortiz, \*Cassandra Smith, \*Shawtisha McCow, \*Roberto Pire, \*Jessica Suttler, \*Roges Diaz, \*Natalia Jord, \*Ekandem Essiet, \*Mayda Wiltz, \*Penny Schueneman, \*Monica Gomez, \*Rene Gomez, \*Eartha Mays, \*Anita Carey, \*Chantay Meo, \*Athen Martha