



agency for persons with disabilities
State of Florida

DATE: January 28, 2008
TO: Area Administrators
FROM: Mac Mccoy, Deputy Director for Operations

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SUBJECT: Priority Order for QSI Assessments

This memo is to provide direction to the area offices regarding the priority order in which the Questionnaire for Situational Information (QSI) will be completed for individuals currently enrolled in the Developmental Disability Home and Community Based Services Waiver, Family Supported Living Waiver, and the Consumer Directed Care Plus (CDC+) program.

The priorities below allow APD to obtain factual and accurate information on those individuals who have the most intense needs, and to capture a random sample of all waiver enrollees in order to determine cost factors associated with providing services to individuals on the waiver. Additionally the majority of individuals living in residential facilities will be assessed by June 30, 2008. A QSI assessment can only be completed by a certified QSI administrator. The following priority order is to be followed.

1. Individuals living in intensive behavioral facilities must be completed by **February 29, 2008.**
2. A random sample statewide stratified by age and where people live completed will be provided to the area offices by the central office. These assessments must be completed by **March 31, 2008.**
3. Individuals with cost plans exceeding \$120,000 must be completed by **April 30, 2008.**
4. Beginning **March 1, 2008** – Any new enrollment to the waivers including crisis applications that have been approved for enrollment must have a QSI completed prior to the waiver support coordinator conducting the support plan meeting. Individuals transitioning from the Developmental Disability Institutions (DDIs) or the Mentally Retarded Defendant Program (MRDP) must have a QSI completed by a certified QSI administration during the transition planning process. Sunland at Marianna certified administrators will administer the QSI for individuals living in MRDP.
5. A statewide total of 4376 individuals living in residential habilitation licensed facilities must have a QSI completed **by June 30, 2008**, unless they were captured under items 1-4 above. Priority of completion of the QSI will be determined by the area office to include the following:
 - Health and Safety concerns
 - Geographical location and multiple homes of one provider
 - Homes with the greatest financial impact of the new residential habilitation rates
 - Other factors as determined by area office

Thank you for your attention to this critical project. If you have any questions please contact Denise Arnold at (850) 488-3673 or Terri McGarrity at (850) 414-7452.