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**CDC+ Connection – Your Monthly Source of Helpful Information**

June 2022

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**Fiscal Year 2022-2023 Budgets**

Your CDC+ Consultant will soon receive a copy of your CDC+ monthly budget for Fiscal Year 2022-2023. A Budget Calculation Worksheet (BCW) will be issued, even if there was no change to the monthly budget amount. If you feel the budget is incorrect, or if you have not received your 2022-2023 monthly budget, please notify your Consultant immediately.

**Former Employees**

If you still see former employees listed, please include their names on the front page of your next purchasing plan in the specified section. We will end-date their provider numbers and you will no longer see them on your drop-down box when you submit payroll. Remember, you must have two emergency backup providers employed and listed for any critical service.

**When to Submit a Request**

There are two ways to submit a request to CDC+. The first is by submitting a Purchasing Plan Update. The second is by submitting a Quick Update. Submit a Purchasing Plan Update if the need for the request is not immediate. For example, if you are requesting a service that won't begin until August or September, the request should be added to the savings section via a Purchasing Plan Update. Submit a Quick Update if the need for the request is immediate (e.g., if a provider unexpectedly quits, and you need a new provider to start as soon as possible). The forms and instructions on how to complete each are located under Appendix to How-to Guide, letter H, on the CDC+ Consumers Resources page of the APD website found here: <https://apd.myflorida.com/cdcplus/participants/>.

**Proper Purchasing Plan Justification**

As with all government programs, the CDC+ program requires justification for all services and supports being requested on the purchasing plan and/or Quick Update. Any service or support requested in the savings section of the purchasing plan must be justified in writing when the purchasing plan is submitted for approval. A justification should be a brief written statement on what is being purchased, why it is being purchased, and how the service or item being purchased will increase independence or assist with a support plan goal.

The CDC+ Rule Handbook and the CDC+ Service Quick Reference form contain helpful information on the type of documentation requirements needed for each service. The forms are located under Appendix to How-to Guide, letter G, on the CDC+ Consumers Resources page of the APD website found here:

<https://apd.myflorida.com/cdcplus/participants/>  
Below is a highlighted service. For all services, CDC+ funds can only be used to purchase services and supplies that are the most cost effective.

- **Seasonal Camp (CAMP):**  
Documentation must include camp information, a schedule/curriculum of events, goals being addressed, the dates attending, and accreditation (American Camp Association, ACA), if available. This service does not cover transportation costs to or from a seasonal camp. A copy of page 4 of the current Purchasing Plan must be attached if a Quick Update is submitted.

## **Provider Rate Increases**

The Legislature authorized rate increases for iBudget Florida waiver services that must be in compliance with the U.S. Department of Labor Home Care Rule. The rates addressed are:

- Supported Employment
- Personal Care Assistance (PCA)
- In-Home Supports (IHS)
- Companion
- Respite (RSPH and RSPD)
- Behavior Assistance

All Directly Hired Employees (DHEs) and Independent Contractors (ICs) who provide the above services must make no less than \$15 an hour by Oct. 1. Please work with your CDC+ Consultant to submit a Purchasing Plan Update prior to Oct. 1 to remain in compliance.

## **Employee/Contractor Roster**

All employees MUST be included on the Employee/Contractor Roster. While this is a requirement for record retainment, it also ensures notification of expiring fingerprints. Instructions to add an employee to your roster can be found on our website at <http://apdcares.org/cdcplus/index.htm>. The Employee/Contractor Roster link can be found on this page in the bulleted list under the section titled, "Background Screening Information for CDC+ only".

## **EVV Updates**

CDC+ has launched the federally mandated Electronic Visit Verification (EVV) system. Only non-live-in DHEs and ICs of IHS, PCA, RSPH, and RSPD are required to participate. For more information, visit our one-stop EVV resource at <https://apd.myflorida.com/cdcplus/cdcevv.htm>. Remember: If calling or emailing for assistance, please allow at least 48 hours for a response. Please provide enough time for staff to review your issue before calling/emailing again or contacting another staff member for assistance. If you or your employee have problems accessing the app, you can call to log or approve EVV shifts using the EVV phone number: 877-336-4579.

## **CDC+ Training Opportunities**

We're excited to continue offering trainings, which are now provided through Go-To. For a full list of trainings, see [apdcares.org/cdcplus/cdctraining.htm](http://apdcares.org/cdcplus/cdctraining.htm). All trainings are scheduled in Eastern Standard Time (EST). To reserve a spot, email [cdc.trgregistration@apdcares.org](mailto:cdc.trgregistration@apdcares.org) and include: 1) Training type, date, and time; 2) First and last legal name; 3) Region name or county of residence; and 4) Email address and phone number.

## **Background Screening and Hiring Non-Waiver Agency Providers**

CDC+ allows consumers/representatives to hire agencies that may not be approved in the waiver. However, non-waiver providers must still be registered in the Clearinghouse to provide services for a CDC+ consumer. Consumers/representatives who are interested in hiring a non-waiver agency provider can email Felicia Jones at [Felicia.jones@apdcares.org](mailto:Felicia.jones@apdcares.org) to request a "Letter of Intent for CDC+ Non-Waiver Providers." This letter is to be completed by the provider and emailed back to Jones for the agency's information to be processed and entered into the Clearinghouse, at which time screening of all employees can occur.

**REMEMBER:** As required by Florida Statute, all employees MUST be on the employee/contractor roster. Please immediately notify CDC+ of any address changes to ensure updates are incorporated. Each non-waiver agency that requests the Letter of Intent and has been entered into the Clearinghouse MUST have their own employee roster, as non-waiver agencies cannot be listed on a CDC+ consumer/representative roster. Each consumer/representative can request a copy of the non-waiver agency's roster to ensure that the provider working with them has been screened.

## **CDC+ Customer Service**

CDC+ customer service line: 1-866-761-7043  
CDC+ fax line: 1-888-329-2731  
Hours: Monday-Friday, 8 a.m. - 5 p.m. EST