



agency for persons with disabilities
State of Florida

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DATE: September 13, 2012 (Revised September 18, 2012)
TO: Regional Operations Managers
Regional Waiver Coordinators
All Waiver Support Coordinators
FROM: Denise Arnold, Deputy Director for Programs
SUBJECT: Waiver Support Coordinator Responsibility for ABC Data

Pursuant to the memorandum signed by Mac McCoy on October 5, 2009 (copy attached), this is a reminder that each waiver support coordinator (WSC) is responsible for ensuring that data in the ABC system is accurate. This responsibility is specified on page 2-87 in the Developmental Disabilities Waiver Services Coverage and Limitations Handbook, November 2010.

A data run will be executed on Friday, September 14, 2012, with an exceptions list provided to the Regional Managers identifying each client demographic screen (ACLM1 and ACLM2) that has not been verified since March 15, 2012. A Trillium Report will be provided to ensure addresses are accurate according to the post office.

Each Regional Manager or designee will notify WSCs of updates that are needed. A second data run will be executed on October 5, 2012, to ensure that the verification or updates have been completed.

For areas that are transitioning to iBudget, the State Office will complete special data runs every 30 days starting with 90 days prior to the implementation date for iBudget. It is critical that the address of the individual or their legal representative be verified and that the competency code and relationship codes are accurate.

Exception reports will be provided to Regional Operations Managers identifying WSCs who have not verified these fields and confirmed this action by placing an 'X' in the box next to the fields on ACLM1 and ACLM2 **"I CERTIFY THAT THE ADDRESS AND DEMOGRAPHIC INFORMATION IS CORRECT."**

These reports will also be copied to Mac McCoy, Deputy Director of Operations, for tracking of resolution to the exception reports.

Thank you for your immediate attention to this matter. Please contact Rene Johnson at the State Office if you have questions.



agency for persons with disabilities
State of Florida

DATE: October 5, 2009

Charlie Crist,
Governor

TO: Area Administrators
Area Waiver Coordinators
All Waiver Support Coordinators

Jim DeBeaugrine,
Director

FROM: Mac McCoy, Interim Deputy Director of Operations

4030 Esplanade

SUBJECT: Waiver Support Coordinator Responsibility for ABC Data

Way,
Suite 380
Tallahassee,
Florida
32399-0950

The Allocation and Budget Control (ABC) System contains essential data regarding Agency clients. The data in the ABC system must be accurate so that the Agency is able to contact clients in case of an emergency or make announcements. Without accurate information, Agency clients may not receive Agency correspondence such as legal notices or CDC+ informational updates.

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ABC data that must be accurate includes, but is not limited to:

- client mailing addresses on the ACLM1 screen,
- client dates of birth on the ACLM1 screen,
- client program components on the ACLM3 screen, and
- client service status on the ACLM3 screen.

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As stated on page 2-93 of the Developmental Disabilities Waiver Services Coverage and Limitations (DD) Handbook, Waiver Support Coordinators are responsible for "entering, updating and assuring the accuracy of demographic information in the ABC system." The Medicaid Waiver Services Agreement signed by each Waiver Support Coordinator requires compliance with all provisions of the DD Handbook.

As part of their responsibility to update and assure the accuracy of data in the ABC system, Waiver Support Coordinators should also mark an "X" on the ACLM1 and ACLM2 Client Maintenance screens to verify that "I CERTIFY THAT THE ADDRESS AND DEMOGRAPHIC INFORMATION IS CORRECT." This activity should take place once every six months. I am requesting that the initial certification be completed no later than November 5, 2009.

The Agency expects each Waiver Support Coordinator to fulfill the responsibilities stated in the DD Handbook and the Medicaid Waiver Services Agreement. This includes the responsibility to maintain current accurate data in the ABC System. If a Waiver Support Coordinator has failed to maintain current accurate data in the ABC system the Agency may pursue any available remedy, including termination of Waiver Support Coordinator's Medicaid Waiver Services Agreement.

Please make certain this memo is distributed to waiver support coordinators in your area as soon as possible. It will also be posted on the Agency's website.

Thank you for your attention to this matter.

TEXT VERSION OF OCTOBER 5, 2009, MEMO

Agency for Persons with Disabilities

State of Florida

DATE: October 5, 2009

TO: Area Administrators

Area Waiver Coordinators

All Waiver Support Coordinators

FROM: Mac McCoy, Interim Deputy Director of Operations

SUBJECT: Waiver Support Coordinator Responsibility for ABC Data

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- client service status on the ACLM3 screen.

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Thank you for your attention to this matter.

<http://apd.myflorida.com>

NOTE (9/19/2012) – The DD Handbook was updated recently. Therefore, the page referenced in the 2009 memo (above) is now page 2-87 in the November 2010 edition of the handbook.