

DOEA PROGRAMS AND SERVICES HANDBOOK  
2018 UPDATE

SUMMARY OF MAJOR CHANGES

| Location  | Page # | Summary of Major Changes   |
|-----------|--------|--|
| Chapter 1 | 13     | Added Background Screening statutory language  |
|           | 22     | Clarified definition of DEO and its role   |
|           | 75     | Corrected and added citations for LIHEAP and EHEAP   |
| Chapter 2 | 4      | Added statutory references for APS and OAA IIID  |
|           | 8      | Removed SMMC example   |
|           | 11     | Deleted option to complete 701S in-home  |
|           | 12     | Changed language to match current contract   |
|           | 15     | Added SMMC in prioritization language  |
|           | 52     | Added electronic verification language   |
| Chapter 3 | 3      | Corrected statutory authority reference  |
|           | 4      | Corrected statutory authority reference  |
|           | 4      | Corrected statutory authority reference  |
|           | 5      | Edited ACFP language   |
|           | 6      | Deleted full/part time language, number of hours information; and added "military families"  |
|           | 7      | Restated CARES responsibilities  |
|           | 9      | Clarified language regarding EHEAP function  |
|           | 10     | Enhanced LSP general information   |
|           | 12     | Updated description regarding HCBS, SMMC LTC   |
|           | 13     | Updated description regarding HCBS, PACE services provided   |
|           | 14     | Clarified participant timeframes, program purpose  |
| Chapter 4 | 38     | Added language regarding voting members of the AAA Boards of Directors   |
|           | 48     | Restated language describing Advisory Council functions and composition, including membership guidelines   |
|           | 52     | Restated public information requirements of each AAA   |
|           | 69     | Enhanced Title VII description   |
|           | 95     | Updated volunteer service information to include pre-service, in-service and A/N/E training and reporting requirements   |
|           | 104    | Add requirements related to when there is a break in service at an existing C-1 location, the Nutrition Provider must notify and receive approval from the AAA in order for the C-1 site to resume services and billing. |
|           | 118    | Enhanced vendor contract requirements  |
|           | 123    | Enhanced menu substitution requirement   |

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|           | 136      | Added language regarding dairy requirements  |
|           | 143      | Changed “physician” to “prescribing medical professional” regarding therapeutic diet |
|           | 144      | Restated requirement to require simply a qualified dietician                         |
|           | 146 -147 | Added expiration date information to food safety standards                           |
|           | 152      | Added frozen food info   |
|           | 157      | Reworded note regarding exclusion of meals from NSIP count                           |
|           | 162      | Added note about findings on inspections   |
|           | 164      | Added language with references to dates  |
|           | 165      | Included meal service expansion for use of contributions                             |
|           | 171      | Added nutrition education information for restaurant based congregate sites          |
|           | 172      | Restated client contribution language  |
|           | 174      | Added time of operation specifics added  |
|           | 175      | Added temperature testing requirement  |
|           | 176      | Clarified policy regarding SMMC LTC coverage   |
|           | 179      | Added frozen milk requirements   |
|           | 180      | Added expiration date labeling requirements for cold meals                           |
|           | 184      | Restated purpose of Section 6  |
|           | 194      | Updated Ombudsman program statutory requirements; enhanced purpose statement         |
|           | 229      | Amended OA3ES language for 60+frail elder  |
| Chapter 5 | 20       | Added in-service training requirement for ANE  |
| Chapter 6 | 3        | Included location of brain bank  |
|           | 6        | Clarified definition for related disorders   |
|           | 8 - 11   | Deleted “model day care”   |
|           | 12       | Updated brain bank sites language  |
|           | 13       | Replaced “model day care” with “specialized adult daycare”                           |
|           | 14       | Clarified language regarding committee functions, frequency of meetings and support  |
|           | 15       | Replaced “model” term with “adult” day care; and replaced “liaison” with “support”   |
|           | 16 - 18  | Replaced “model” term with “adult” day care  |
|           | 18       | Corrected reference to FL Silver Alert Program                                       |
|           | 19       | Added Dementia Care and Cure Initiative language                                     |

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| Chapter 7       | 26            | Added the term, "primary" regarding caregiver use of alternate caregiver                   |
|                 | 36            | Added SSI/SSDI income information and a footnote regarding disability payments             |
| Chapter 8       | 38            | Deleted "activation" regarding DOEA toll-free number for emergency communication with AAA. |
| Chapter 9       | 16            | Added A/N/E training as part of orientation, in-service training                           |
|                 | 18            | Added full signature requirement   |
| Appendix A      | 10            | Clarified the definition of "completer" for consistency                                    |
|                 | 13            | Added language regarding direct payment  |
|                 | 15            | Removed model day care language  |
|                 | 18            | Added specialized adult day care language  |
|                 | 94            | Changed minimum # of participants from 10 to 8 as per TJQMBB site                          |
|                 | 146           | Added clarifying language in description for Disease Information                           |
|                 | 191           | Added language regarding meal service hours  |
|                 | 193           | Added language regarding record-keeping  |
|                 | 195           | Amended CIRTS reporting requirement for congregate screening                               |
|                 | 200           | Added documentation requirement for guest  |
|                 | 201           | Amended CIRTS reporting for HDM  |
|                 | 205           | Amended CIRTS reporting requirement for nutrition counseling                               |
|                 | 246 - 250     | Added specialized adult day care service   |
| Appendix B      | 7             | Added copay exemption for active CCE or ADI client in APPL status for SMMC                 |
|                 | 14            | Added requirement for language regarding expending copay                                   |
|                 | 16            | Added requirement for including written explanation for waiver                             |
|                 | 25            | Added SSDI to form   |
|                 | 29            | Added SSDI to instructions   |
|                 | 33            | Added "amount expended"  |
| Appendix C      | 4             | Included individuals to be enrolled requirement for nutrition                              |
|                 | 4             | Removed exclusion for EHEAP client demographic information                                 |
| Appendix E      | 2             | Added statutory language regarding Clearinghouse   |

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|          | 3 - 4   | Added language regarding registration and use of Clearinghouse  |
|          | 7 - 8   | Added language regarding Clearinghouse Results Website  |
|          | 9 - 10  | Added language regarding agency review  |
|          | 11 - 12 | Added language regarding renewal  |
|          | 13 - 14 | Added language regarding checking OIG & NNAR lists, and notice of privacy                                   |
|          | 14      | Added encryption requirement  |
|          | 15      | Removed two forms not required: screenshot of OIG exclusion results; and screenshot of NNAR database search |
|          | 17      | Added requirement for Personally Identifiable Information   |