

CF OPERATING PROCEDURE
NO. 160-13

STATE OF FLORIDA
DEPARTMENT OF
CHILDREN AND FAMILIES
TALLAHASSEE, May 1, 2003

Developmental Disabilities

STATEWIDE FORMS USED BY WAIVER SUPPORT COORDINATORS

1. Purpose. This operating procedure describes the process for selection and updating Developmental Disabilities Program (DDP) support coordination forms to be adopted statewide for the routine use by Waiver Support Coordinators. Further, this operating procedure lists the DDP support coordination forms approved for statewide use and their intended purpose.
2. Scope. This operating procedure applies to all Developmental Disabilities offices in each district and region.
3. Definitions. For the purposes of this operating procedure, the following definitions shall be understood to mean:
 - a. Waiver Support Coordinator means a department-approved, Medicaid-enrolled provider of support coordination services who assists individuals and their families/guardians to identify and choose supports and services based upon outcomes or goals identified by the individual. Each waiver support coordinator must enroll as a provider whether employed by an agency or a solo practitioner and must maintain a caseload not to exceed 36, or as defined by the legislature.
 - b. Developmental Disabilities Program Support Coordination Forms means forms approved for routine use statewide by Waiver Support Coordinators. Such forms are used by Waiver Support Coordinators to deliver information to the Developmental Disabilities Program in compliance with the Florida Medicaid Coverage and Limitations Handbook.
 - c. Approved Forms List means the list of Developmental Disabilities Program support coordination forms approved for routine use statewide by Waiver Support Coordinators (see Appendix A to this operating procedure).
4. Uniform Procedure for Use of Developmental Disabilities Program Support Coordination Forms. The Developmental Disabilities Program central office and all districts/regions (in order to assure uniformity of function of Developmental Disabilities Program support coordination forms to be routinely used by Waiver Support Coordinators) will use the following protocol:
 - a. Developmental Disabilities Program district/region offices will make use of Developmental Disabilities Program support coordination forms and provide appropriate training and technical assistance to all waiver support coordinators on proper use of the forms.
 - b. Only the Developmental Disabilities Program support coordination forms from the approved forms list will be required of waiver support coordinators on a routine basis.
 - c. There may be situations that warrant the use of additional DDP forms for a specific purpose for a limited timeframe. This should be limited to individual circumstances and districts/regions must receive approval from the central office prior to implementation.

OPR: PDDS

DISTRIBUTION: X: OSES; OSLS; ASGO; PDDS; DASGS(D1-15); District Developmental Disabilities staff.

5. Uniform Procedure for Selection of Developmental Disabilities Program Support Coordination Forms. The Developmental Disabilities Program central office and all districts/regions (in order to select and maintain an approved forms list of support coordination forms to be routinely used by Waiver Support Coordinators) will use the following protocol:

a. The Developmental Disabilities Program central office will be responsible for maintaining the approved forms list of support coordination forms.

b. The Developmental Disabilities Program central office is responsible for any additions to the approved forms list. Developmental Disabilities Program district/region offices will submit to the central office all requests for adding forms to the approved forms list.

c. The Developmental Disabilities Program central office is responsible for any deletion of approved forms from the approved forms list. Developmental Disabilities Program district/region offices will submit to the central office all requests for deleting forms from the approved forms list.

d. Upon receipt of a request for additions or deletions of forms from the approved forms list, the Developmental Disabilities Program central office will forward the request and supporting documents to the district/region offices for review and comment.

e. Upon receipt of the comments from the Developmental Disabilities Program district/region offices, the central office will make a recommendation to the Developmental Disabilities Program Director. Any additions or deletions to the approved forms list must be approved by the Developmental Disabilities Program Director.

f. Once the Developmental Disabilities Program Director approves additions or deletions to the list, the central office will notify the district/region offices of the date of implementation of the change and provide copies of the new approved support coordination forms.

6. Uniform procedure for amending or changing Developmental Disabilities Program Support Coordination Forms. The Developmental Disabilities Program central office and all districts/regions (in order to maintain statewide uniformity of the support coordination forms to be routinely used by Waiver Support Coordinators) will use the following protocol.

a. The Developmental Disabilities Program central office will be responsible for maintaining the approved forms list of DDP support coordination forms.

b. The Developmental Disabilities Program central office is responsible for any changes to the support coordination forms to be routinely used statewide by Waiver Support Coordinators.

c. Developmental Disabilities Program district/region offices will submit to the central office all requests for changes to approved support coordination forms.

d. Upon receipt of a request for changes to forms from the approved forms list, the Developmental Disabilities Program central office will forward the request and supporting documents to the district/region offices for review and comment.

e. Upon review of comments from the Developmental Disabilities Program district/region offices, the central office will make a recommendation to the Developmental Disabilities Program Director. The Developmental Disabilities Program Director must approve any changes to the support coordination forms.

f. Once approved, the new form will be distributed to the Developmental Disabilities Program district/region office for use statewide, supplanting any and all previous versions of that form.

May 1, 2003

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BY DIRECTION OF THE SECRETARY:

CELESTE PUTNAM
Acting Assistant Secretary for
Programs

Approved Forms List: Forms Required of Waiver Support Coordinators

In order to ensure uniformity and reduce duplication of effort across districts/regions, we are identifying the only forms that should be used by waiver support coordinators. They are as follows:

1. Home and Community-Based Services Waiver Programs Eligibility Work Sheet (CF-DS 3066)
2. Support Plan/Support Plan Update Information Sheet (CF-DS 2051A)
3. Support Plan/Support Plan Update (CF-DS 2051B)
4. Request for Annual Support Plan Extension (CF-DS 2064)
5. Cost Plan (CF-DS 3065)
6. Consent To Obtain or Release Confidential Information (CF-DS 3017)
7. Personal Outcome Measures Outcome Notes (CF-DS 2051C)
8. Prior Service Authorization Request – Form 1 (CF-DS 2065)
9. Prior Service Authorization Request – Request for Reconsideration (CF-DS 2066)
10. Service Authorization (CF-DS 2052)
11. Support Coordination Transfer Checklist of Central Record (CF-DS 3072)
12. Residential Placement Referral (CF-DS 3073)