



TO: AAA Executive Directors **NOTICE#: 061608-1-I-SWCBS**

FROM: E. Douglas Beach, Ph.D., Secretary

DATE: June 16, 2008

SUBJECT: Notice of Instruction: Clarification of the Revised Assessed Priority Consumer List (APCL) Policy and Priority Criteria for Program Enrollment

The purpose of this notice is to provide clarification of NOI #041708-1-I-SWCBS dated April 17, 2008. This policy clarifies that assessment, Form 701C, does not generate a priority ranking score for the APCL and is only used to assess a client's need for congregate meals or nutrition counseling services.

The following section of the NOI is revised as follows:

Consumer Enrollment on an APCL

The following are requirements for APCL maintenance:

Consumers receiving one or more OAA registered services and having CIRTS Enrollment Screen program status codes set to "ACTV" for OAA and "APCL" for any DOEA-funded program

- a. Consumers, regardless of priority ranking score, will be re-screened annually using Form 701B, Assessment Type "O." As noted, this also applies to CS and LSP if the providers operate under OAA requirements.
- b. Consumers who are enrolled in OAA, CS or LSP for Congregate Meals or Nutrition Counseling and who are also on the APCL for any DOEA-funded program must be re-screened annually using Form 701A or using Form 701B, Assessment Type "O," in order to generate a priority ranking score for the APCL.
- c. If there is a significant change between annual assessments, an "update" type assessment will reflect a new priority ranking score on the APCL.

If you have any questions, please contact your contract manager. Thank you for your continued support of elders and caregivers.