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1) GENERAL QUESTIONS

a. **Is the 3008 required for eligibility for Florida Medicaid long-term care services?**

   **Answer:** Yes. When an individual requests eligibility for Florida Medicaid long-term care (LTC) services, a properly completed 3008 must be submitted to the Department of Elder Affairs’ Comprehensive Assessment and Review for Long-Term Care Services (CARES) program.

   CARES must have a properly completed 3008 in order to determine the individual meets the medical criteria for eligibility for Florida Medicaid long-term care services.

   **Note:** Medicaid LTC services include the Institutional Care Program (ICP) that provides nursing facility care and Medicaid Home and Community-Based Services (HCBS) Waivers, such as the Statewide Medicaid Managed Care Long-term Care program.

b. **Has there been a change in the name and form number of the 3008?**

   **Answer:** Yes, the 3008 has a new name and the 3008 has a new form number. Effective October 1, 2015, the 3008 is called the Medical Certification for Medicaid Long-term Care Services and Patient Transfer Form (AHCA Form 5000-3008, October 2015).

   **Note:** The October 2015 version of the 3008 replaces the Medical Certification for Nursing Facility/Home and Community-Based Services form (AHCA MedServ-3008, May 2009).

c. **When will CARES begin to accept the revised 3008?**

   **Answer:** Starting October 1, 2015, the CARES program will begin to accept the revised 3008 form that is numbered AHCA 5000-3008 and is dated October 2015.

2) FINDING THE 3008

a. **Can I find a copy of the 3008 on the Department of Elder Affairs’ CARES Web site?**

   **Answer:** Yes. The revised 3008 is accessible on this Department of Elder Affairs’ CARES Web page http://elderaffairs.state.fl.us/doea/cares_3008ppp.php.

b. **Can I find a copy of the 3008 on the Agency for Health Care Administration’s Web site?**

   **Answer:** Yes. The revised 3008 is accessible on this Agency for Health Care Administration’s Medicaid Web page http://portal.flmmis.com/FLPublic/Provider_ProviderServices/Provider_ProviderSupport/Provider_ProviderSupport_Forms/tabId/52/Default.aspx.
c. Can I download the revised 3008 in a form-fillable PDF format?

   Answer: Yes. The revised 3008 will be accessible in a form-fillable PDF format. The parts of the 3008 that cannot be completed using the form-fillable feature include parts of sections T, X, and Y. In section T (Skin Care), skin issues are manually drawn on the diagram of the body, and sections X (Comments, Optional) and Y (Physician Certification) require a written signature.

d. Is this form going to be loaded into any software programs hospitals or nursing facilities currently use?

   Answer: There is no regulatory requirement that this form be incorporated into any technological systems. However, to increase compliance, there is no prohibition from doing so as long as the final product is an exact duplicate of the form.

3) FILLING OUT THE 3008

a. Who can fill out the 3008?

   Answer: There is no stipulation about the credentials for who may complete any section of the 3008 with the exception of sections X and Y. The person filling out the 3008 should provide the most accurate and up-to-date information about the individual, and appropriately credentialed staff must complete sections X and Y.

b. Who is qualified to complete section X (optional comments)?

   Answer: A social worker (minimum credentials: Bachelor of Social Work) or nurse (minimum credentials: Licensed Practical Nurse) should complete section X.

c. Who is qualified to complete section Y (physician certification)?

   Answer: A Florida licensed physician or advanced nurse practitioner (ARNP), when within the ARNP's scope of work, must complete section Y.

d. What does ‘MIDRO’ mean in section F (infection control issues)?

   Answer: The acronym MIDRO (sometimes abbreviated as MDRO) stands for Multi-Drug Resistant Organism.

e. Where is the Social Worker Assessment?

   Answer: The social worker should document in section X, any relevant information pertaining to the social assessment of the individual. An attachment can also be added to the list of reports attached in section N, if appropriate and noted on the 3008.
f. **Does the form-fillable feature have to be used to complete the 3008?**

   **Answer:** No. Using the form-fillable feature of the 3008 pdf is an option. If you prefer, the form can be printed, filled in manually, and then signed.


g. **What if there is not enough room on the form to write all the information needed, can an attachment be added to the 3008?**

   **Answer:** If there is not enough room to include all relevant information in a section, attach appropriate documentation, and note the type of information being submitted in section N.

   **Note:** For instance if the patient has a lengthy list of allergies, write 'see attached' in section G (Patient Risk Alerts) under the subsection for Allergies and note in section N the name of the document you are submitting with the 3008 (such as ‘Allergy list’).


h. **Does every section in the 3008 require the attachment of documentation?**

   **Answer:** No.


i. **When submitting the 3008 to CARES, what do we write in sections not required by CARES for a patient residing in the community?**

   **Answer:** CARES requests that all sections of the 3008 be completed that are pertinent to the patient’s health status. When the section is not pertinent to the patient’s condition, then write N/A (not applicable) in the area to show that the section was reviewed and found not to be relevant to the patient.

   **Note:** To illustrate sections that might not be relevant to a patient’s condition if they reside in the community, a copy of the 3008 titled “CARES Waiver Required Items” can be found at this CARES Web page [http://elderaffairs.state.fl.us/doea/cares_3008ppp.php](http://elderaffairs.state.fl.us/doea/cares_3008ppp.php).


j. **When submitting the 3008 to CARES, what do we write in sections not required by CARES for a patient residing in a nursing facility?**

   **Answer:** CARES requests that all sections of the 3008 be completed that are pertinent to the patient’s health status. When the section is not pertinent to the patient’s condition, then write N/A (not applicable) in the area to show that the section was reviewed and found not to be relevant to the patient.

   **Note:** To illustrate sections that might not be relevant to a patient’s condition if they reside in a nursing facility, a copy of the 3008 titled “CARES NF Required Items” can be found at this CARES Web page [http://elderaffairs.state.fl.us/doea/cares_3008ppp.php](http://elderaffairs.state.fl.us/doea/cares_3008ppp.php).
4) SIGNING THE 3008

a. Can the 3008 be signed by a nurse who is not an advanced nurse practitioner (ARNP)?

Answer: No. At this time a nurse cannot sign section Y, unless the nurse is an advanced nurse practitioner (ARNP) and signing the 3008 is within the ARNP’s scope of work.

b. Can the 3008 be signed by a physician assistant (PA)?

Answer: No. At this time a PA cannot sign section Y.

c. What if there are changes to the form after the doctor/ARNP signs it?

Answer: Any changes after the provider has signed the form must be made by either the individual who signed the form or another physician or ARNP. If a different physician or ARNP is making changes to the form, they will initial the changes/additions they are making and then provide their name, signature, Florida License number, contact phone number, and date in section X.

5) ADDITIONAL ASSISTANCE WITH THE 3008

a. Who can I call for more information about the 3008?

Answer: Contact your local CARES office for more information about the 3008. Contact information for the local CARES office is accessible on this CARES Web page http://elderaffairs.state.fl.us/doea/cares.php.

b. Does the CARES Web site have more information about the 3008?

Answer: Yes. More information about the 3008 is available on this CARES Web page http://elderaffairs.state.fl.us/doea/cares_3008ppp.php.

c. Does the Medicaid Web site have more information about the 3008?

Answer: Yes. A training presentation on how to complete the revised 3008 is accessible on the Florida Medicaid Provider Training e-Library Previous Training Materials Web page http://ahca.myflorida.com/Medicaid/e-library/previous_training.shtml.