



RICK SCOTT
GOVERNOR

CHARLES T. CORLEY
SECRETARY

4040 ESPLANADE WAY
TALLAHASSEE, FLORIDA
32399-7000

Phone **850-414-2000**
Fax **850-414-2004**
TDD **850-414-2001**

MEMORANDUM

NOTICE #: 050114-1-T-SWCBS

TO: Area Agencies on Aging (AAAs)
FROM: Charles T. Corley, Secretary
DATE: April 30, 2014
SUBJECT: Notice of Transmittal: Clarification of Technical Assistance and Training Requirements

The purpose of this Notice is to provide clarification regarding the language in the July 2013 updated Program and Services Handbook concerning technical assistance and training requirements. The Department of Elder Affairs (DOEA) included new language in Chapter 4, *Older Americans Act (OAA)*, on page 57 under "Technical Assistance and Training: AAA and DOEA Requirements Regarding Technical Assistance and Training."

The purpose of the new language in the OAA chapter, which addresses AAA responsibilities, is to ensure that AAAs' required training plans include offering training to new case managers of provider agencies and include specific training topics for new case managers. Chapter 2, *Intake, Screening, Prioritization, Assessment and Case Management*" provides case management requirements, including training. Each provider agency is required to conduct annual training for case management staff. All case management requirements, including training, apply to case management provided in any program. Thus, the responsibility of the AAA for provider training includes any program-funded case management staff, including OAA and Local Service Programs.

To further clarify the training requirements, the section titled, "Technical Assistance and Training: AAA and DOEA Requirements Regarding Technical Assistance and Training" in Chapter 4 of the forthcoming July 2014 update of the Program and Services Handbook will include the following amended language:

"The AAA is required to offer at least quarterly training for new case managers of any DOEA-funded program. As applicable, the topics must include:

1. DOEA Care Plan and Certification;
2. Adult Protective Services (APS) Reporting Requirements;
3. DOEA APS Referral Tracking Tool; and
4. DOEA APS Referrals Operation Manual."

If you have any questions concerning the information provided in this notice, please contact your contract manager. Thank you.

<http://elderaffairs.state.fl.us>