
CDC+ Connection – Your Monthly Source of Updates and Helpful Information

APD Begins CDC+ Expansion

APD currently serves 926 people on the CDC+ program. The 2009 Florida Legislature authorized APD to add 2,500 people to CDC+ during the 2009-2010 state fiscal year. In June 2009, the Centers for Medicare and Medicaid Services gave APD permission to open the program to new enrollment.

On October 16, APD sent letters to over 20,000 Developmental Disabilities Home and Community Based Services Waiver recipients who live in their own homes or their families' homes to tell them about CDC+ and offer them the opportunity to participate. If APD receives written responses from more than 2,500 people by November 13, those people will participate in a random selection. People selected will be able to formally apply for the program. Program enrollment should therefore begin shortly after the first of the year.

APD is very pleased to be able to offer the CDC+ program to more waiver recipients. The agency has been making many improvements in program operations in preparation for this much anticipated event.

Tips on Completing Your Purchasing Plan

When completing your purchasing plan, please keep in mind these important rules:

1. Every provider must be enrolled in the F/EA so the provider can be paid. The paperwork you submit for each provider (Employee Packet, Vendor Packet for Agency/Vendor or Independent Contractor) must agree with the "provider type" (DHE for Directly Hired Employee, A/V for Agency/Vendor, IC for Independent Contractor) specified for that provider on the Purchasing Plan. Therefore, if the provider is an IC, a Vendor Packet for an Independent Contractor must be submitted and "IC" must be the provider type selected for that provider on the Purchasing Plan.
2. It is extremely important that all provider packets be correctly completed. Sample completed forms are located on the CDC+ Web site at <http://apd.myflorida.com/cdcplus>. Your provider is not allowed to begin working until you have received their Provider ID number from CDC+ Central Office staff. The only way a Provider ID number can be assigned is if the provider packets are correctly completed.

Your CDC+ Representative Cannot be Paid

An individual who is selected to be the CDC+ representative for a CDC+ participant cannot be paid to perform the duties of a representative and cannot be paid to provide any other service to the CDC+ participant. [This is a Federal regulation!]

The CDC+ representative cannot be the owner, board member, or in any way benefit from a business that provides services to the CDC+ participant. The representative cannot provide services to the CDC+ participant as an employee or independent contractor hired by a company that is paid by the participant to provide his or her services.

Because a CDC+ representative acts on behalf of the participant, it is considered a conflict of interest for that person to be either a paid employee or associated with a company that is being paid by the participant to provide services.

Changing Your CDC+ Representative

If you select someone who has been your employee to be your CDC+ representative, before that person can become your representative, you must submit a revised Purchasing Plan to remove that person as an authorized provider in all sections of the plan. Coordinate with your consultant to be sure your consultant checks the appropriate box on page 1 of the Purchasing Plan and attaches to your revised Purchasing Plan the Consumer Information Update form that notifies the CDC+ Program of your new representative.

Plan Appropriately in Case H1N1 Strikes

Everyone in CDC+ knows to arrange for a minimum of two Emergency Backup providers (EBUs) in case the primary provider cannot provide a critical service. Since flu season is almost upon us, it is very important that everyone in CDC+ be thinking about what you would do if a provider became ill with the H1N1 virus. Take precautions early by insisting that providers wash hands frequently and minimize the spread of viruses by coughing or sneezing into the bend in their arm instead of their hands, because germs are spread mostly by the hands.

Are your EBUs still available? Have their ID numbers been assigned so they can work at a moment's notice? Update your Purchasing Plan to add new or additional EBUs, if necessary.

IMPORTANT – PLEASE READ!

News from the Finance Office

We are pleased to announce the following enhancements to the CDC+ payroll system. Effective **November 9, 2009**:

1. You will no longer be asked whether a Directly Hired Employee is a “live-in” every time you submit a timesheet. Instead, we will obtain this information from the employee’s address of record. This address is obtained from IRS Form W-4. That form is required to show the employee’s official residence. If the address on the W-4 is the same as the consumer’s residence, the system will automatically know if the employee is a live-in. When an employee has a change of address, it is very important that you and your employee complete an Employee/Vendor Change of Address Form and submit it along with a new IRS Form W-4 to your consultant for processing.
2. Consumers, representatives, and consultants will be able to go to the CDC+ Secure Web-based payroll system and print the consumer’s monthly statement. All statements beginning with March 2008 will be available to view and print. Statements are usually available on or about the 25th of the month after the statement month. The online user guide will be updated to explain how to use this new feature.

In order to get your statements from the Web, you will need a password for the Secure Web-based payroll system if you do not already have one. Please locate the letter you received that gave you your user

name (user ID) for the Secure Web-based payroll system and follow the instructions on that form for obtaining your password.

APD will continue to mail statements to all consumers until further notice, but please get your password as soon as possible.

In order to make these enhancements to the payroll system, APD must shut down the payroll system from **5 p.m. (Eastern time) on Thursday, November 5 until 8 a.m. on Monday, November 9**. You will not be able to submit your payroll documents for payment via the Secure Web-based payroll system, the Interactive Voice Response (IVR) system, or by calling customer service during that time.

Please make a note of these dates. You will be able to submit your payroll documents during the week of November 9 so that they will be paid on the next payroll date.

Thank you!