

September 12, 2017

Dear Nursing Facility:

The Agency for HealthCare Administration recently published an update on the Requirements to Notify the Department of Children and Families (DCF) of Nursing Facility Admissions and Discharges.

The Florida DCF must be notified of a Medicaid recipient's admission to a nursing facility or discharge from a nursing facility, including those recipients enrolled in the Statewide Medicaid Managed Care Long-term Care (SMMC-LTC) program and in the SMMC Managed Medical Assistance (SMMC-MMA) program. Upon notification of a nursing facility admission or discharge, DCF updates the recipient's demographic information and makes any necessary changes in the recipient's Medicaid eligibility aid category and patient responsibility.

Within 10 business days of the Medicaid recipient's admission to a nursing facility, DCF must receive a completed DCF #2506A Form (Client Referral/Change). When the recipient is not enrolled in the LTC program, the nursing facility must submit the DCF #2506A Form to DCF. When the recipient is enrolled in the LTC program, the case manager with the LTC plan must submit the DCF #2506A Form to DCF. If a LTC plan delegates submission of the DCF #2506A Form to the nursing facility, the LTC plan must obtain a copy of the form submitted to DCF and retain a copy of that form in the plan member's (enrollee's) file.

Amerigroup Community Care will delegate submission of the DCF #2506A Form to the nursing facilities. Nursing facilities should provide the designated Amerigroup case manager with a copy of the completed form once it has been submitted to DCF.

If you have any questions, please call your Provider Relations representative at 1-877-440-3738.

Thank you,

Renee Thomas  
Director, Medicaid Operations