



**STATE OF FLORIDA  
DEPARTMENT OF JUVENILE JUSTICE**

**INTEROFFICE MEMORANDUM**

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**DATE:** March 5, 2008 (PCI-08-005)  
**TO:** Regional Directors and Chief Probation Officers  
**FROM:** Darryl Olson, Assistant Secretary for Probation & Community Intervention  
**SUBJECT:** Child in Care Medicaid Application and Staff Training Responsibilities

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Effective immediately, all Child in Care (CIC) Medicaid forms (initial applications and annual recertifications) must be completed and submitted by a Juvenile Probation Officer, typically a state-employed staff member. However, in those areas where a provider is tasked with full case management responsibilities under a Community-Based Intervention Services (CBIS) or similar contract, provider staff will be required to complete and submit these forms on behalf of the Department. Currently, full-service providers are under contract in Circuits 1, 2, 7, 9, 10, 12, 13, 15, 17, and 18. These providers are authorized to contact their local DCF CIC Liaison on behalf of the Department as necessary to carry out this responsibility. A representative from each of these provider agencies (currently White Foundation, Eckerd, Premier, ACTS, Orange Co. Government, and Seminole Co. Sheriff's Office) will be invited to participate in DCF/DJJ quarterly conference calls to enhance performance in this area.

Training for Department staff is conducted initially as part of Phase I and Academy training. CBIS case managers are trained as part of their own Phase I and self-conducted new-hire training. Department policy FDJJ-9325 indicates that "Annual refresher training will be coordinated with the local DCF CIC specialist for all JPOs to review procedures, common problems and any local changes or issues." Although it is best practice for Probation Medicaid Liaisons assist providers with this requirement, it is contingent upon the provider to ensure that training is being conducted in accordance with their contract and Department policy. Please respond to the performance of the CBIS providers on the issue of the CIC process as you would with any other contract provider.

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cc: Rex Uberman, Assistant Secretary for Residential Services  
Jacque Foster, Statewide Medicaid Liaison, Residential Services