

# Statewide NOE Quick Guide

## Introduction

This document provides instructions for accepting and issuing a Florida Statewide Notice of Eligibility (NOE).

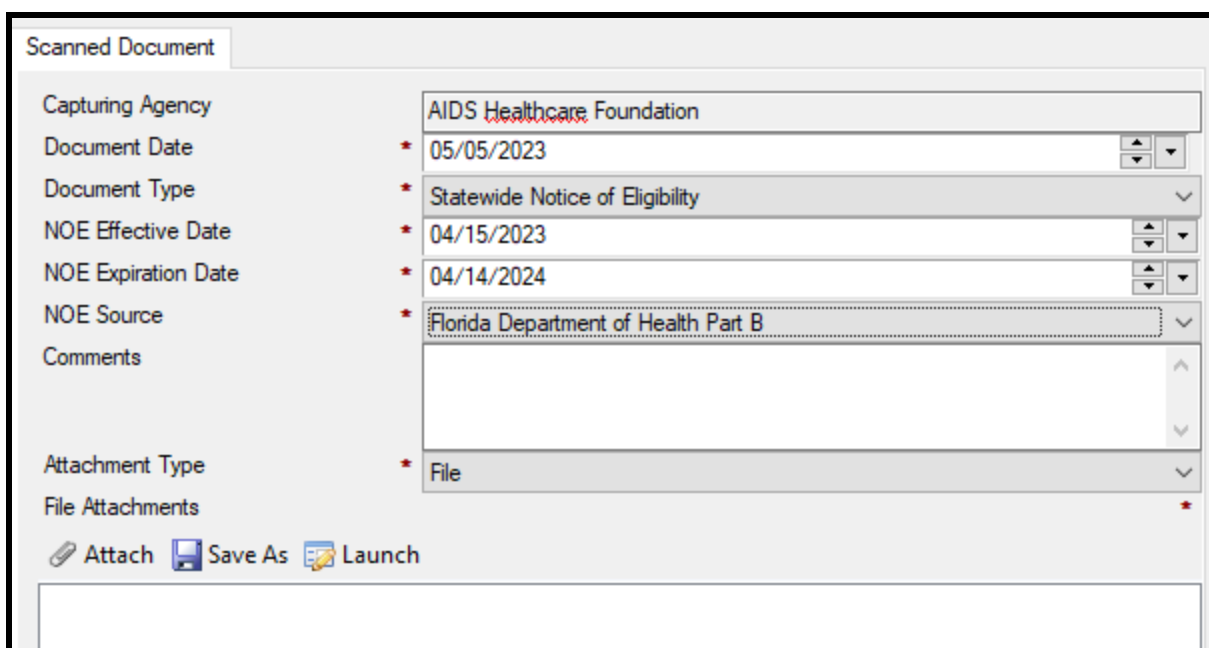
## Accepting an NOE from another Ryan White Recipient

### Scan Document

If a client presents a Statewide NOE from another Ryan White Recipient, the document will need to be scanned and attached to the Client Profile.

From the Client Profile, click Create > Scan Document.

A new option has been added to the Document Type field - Statewide Notice of Eligibility.



Scanned Document	
Capturing Agency	AIDS Healthcare Foundation
Document Date *	05/05/2023
Document Type *	Statewide Notice of Eligibility
NOE Effective Date *	04/15/2023
NOE Expiration Date *	04/14/2024
NOE Source *	Florida Department of Health Part B
Comments	
Attachment Type *	File
File Attachments	

Attach Save As Launch

Enter the following fields:

- Document Type - select Statewide Notice of Eligibility
- NOE Effective Date - Enter the effective date shown on the NOE.
- NOE Expiration Date - Enter the Recertification Date shown on the NOE
- NOE Source - Select the Ryan White Recipient (agency) that issued the NOE. This will be identified by the Name or Logo located in the top right corner of the NOE.

Click Close to Save the Document.

## Eligibility Assessment

You may also accept a Statewide NOE during the Eligibility Assessment process.

### Main Tab

Date	Expiration Date	Type	Delete Flag
2023/09/18	08/15/2024	Florida Department of Health Part B Statewide Notice of Eligibility	N

A new section has been added to the Main tab to capture Statewide NOE information. If a Statewide NOE has already been scanned into the Client Profile, it will be displayed in the Notice of Eligibility Document(s) embedded view, and fields prefill with the applicable information.

If it is not yet scanned into the Client Profile, you can upload it from here by clicking on the 'Add NOE Scan' button, and completing the Scan form as shown in the prior section of this guide.

After the document has been scanned in, click the "Refresh NOE" button, and the information from the Scan form will prefill into subsequent fields.

You will complete all the required elements of the Eligibility Assessment, however, a valid Statewide NOE will serve as acceptable proof documentation for residency, income, and HIV status.

### Address Tab

If the address information provided on the NOE matches information provided by the client, then no further proof of address is required.

Proof of Residency  
Does existing NOE support the address/residency information provided by the client? \* Yes

In the Proof of Residency section enter the following:

- Does existing NOE support the address/residency information provided by the client? - Select Yes.
  - Upon selecting Yes, the Proof of Residency documentation is not required.

If the client tells you that their address is different from what is provided on the NOE, or if you require additional documentation, you may answer No, and obtain sufficient documentation.

### Finances Tab

If the income information provided on the NOE matches information provided by the client, then no further proof of income is required. You will still need to enter the employment, household income and adjustments.

Employment Household Income Adjustments Totals Documentation  
Does existing NOE support the income information provided by the client? \* Yes

In the Finances Documentation section enter the following:

- Does existing NOE support the income information provided by the client? - Select Yes.
  - Upon selecting Yes, the Proof of Income documentation is not required.

If the client tells you that their income is different from what is provided on the NOE, or if you require additional documentation, you may answer No, and obtain sufficient documentation.

### Health Tab

If the client presents another NOE from outside the Miami-Dade County Part A network, it is assumed that the issuing agency verified the client's HIV Status. Therefore, proof of HIV is not required, and you will not be prompted to obtain proof of HIV.

### Completing the Eligibility Assessment

When you have entered all the required information for the Eligibility Assessment, click the Complete button as you normally would. You may click OK through the Eligibility Assessment Warning.

## Eligibility History

Upon completion of the Eligibility Assessment, the client's Eligibility History record is created, and displayed on the RWA Eligibility tab of the Client Profile. The Date Eligibility Expires will be set to the expiration/recertification date documented on the Statewide NOE. This means that a client may have less than 366 days of eligibility when presenting a Statewide NOE. This is so that the client will be able to have a consistent recertification schedule regardless of where services are accessed throughout the state of Florida.

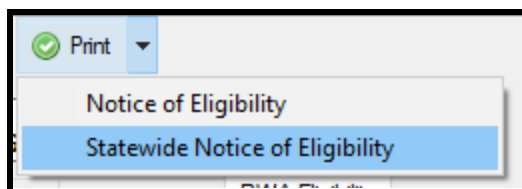
Eligibility History		Eligibility Criteria	
Date Eligibility Effective		10/24/23	
Change Reason		Eligibility Assessment	
Date Eligibility Expires		08/15/24	
Certification Date		10/24/23	
Certification Agency		AIDS Healthcare Foundation	
Certification Exemption		No	
Medical Case Management Treatment Adherence		Yes	
Outpatient Ambulatory Health Services		Yes	
Oral Health Care - Not Medicaid Reimbursable		Yes	
Oral Health Care - Medicaid Reimbursable		Yes	
AIDS Pharmaceutical Assistance (LPAP/CPAP)		Yes	
Health Insurance and Cost Sharing		No	
Mental Health Services		Yes	
Substance Abuse Outpatient Care		Yes	
Substance Abuse Services (Residential)		Yes	
Food Bank/Home Delivered Meals		Yes	
Other Professional Services		Yes	
Outreach Services		Yes	
Medical Transportation		Yes	
Emergency Financial Assistance		Yes	

## Issuing a Statewide Notice of Eligibility

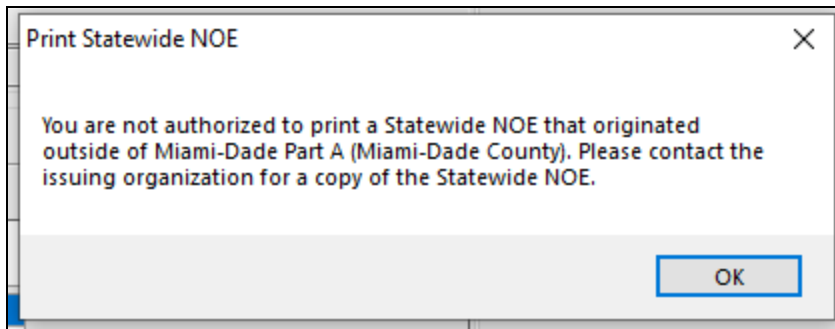
You may only issue a Statewide Notice of Eligibility if the client was certified (along with all required proof documentation) from within Miami-Dade County Part A.

This means that a full eligibility assessment was performed.

From the Client Profile, click Print > Statewide Notice of Eligibility.





Provide Enterprise will perform a check to see if there is an active NOE on file from another issuing agency. If so, the user will receive the following error message.



If there is no active NOE on file, and the most recent Eligibility Assessment was performed by Miami-Dade County Part A, then the Statewide NOE will print with the client's information and Miami-Dade County logo.

The client may keep this Statewide NOE and present for services within the state.

		<b>Statewide Notice of Eligibility (NOE)</b>											
<table border="1" style="width: 100%;"> <tr> <td style="width: 15%;">Date</td> <td colspan="6">10/24/2023</td> </tr> </table>							Date	10/24/2023					
Date	10/24/2023												
Client First Name	Client Middle Initial	Client Last Name	DOB (MM/DD/YYYY)	Client ID Number*									
Honey		Smacks	08/16/2000	CIS601393									
Client Street Address		City	State	Zip	Phone Number								
123 Any St		Miami	FL	23211	(414) 577-7777								
<p>This Notice of Eligibility signifies that the above client has been determined to meet eligibility requirements for Ryan White Part A and B programs in Florida. Additional documentation may be required to receive specific services based on availability, accessibility, and funding within each program or jurisdiction.</p> <p>This client's eligibility status for Ryan White Part A and B Programs in Florida is valid for a maximum of 366 days from the date noted above on this Notice of Eligibility.</p>													
Household Size: #		Gross Household Income: \$		FPL: %									
1		\$ 750.00		62.0%									
<b>This client's eligibility must be recertified no later than (MM/DD/YYYY):</b>				08/16/2024									
Eligibility Staff Name			Agency Name										
Peggy Griffith			AIDS Healthcare Foundation										
Agency Street Address		City	State	Zip	Phone Number								
6255 West Sunset Boulevard 21st Floor		Los Angeles	CA	90028-7422									