

Notice of Instruction

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West Central Florida
Area Agency on Aging, Inc.



Assistance. Advocacy. Answers on Aging.

Notice of Instruction Number:

#011509 – OAA IIIE CIRTS Reporting Requirement - kp

TO: All Older American Act IIIE Providers

FROM: Katie Parkinson

DATE: January 15, 2009

SUBJECT: OAA Title IIIE CIRTS Reporting Requirement

cc: WCFAAA Program and Intake and Screening Staff

The purpose of this notice is to provide you with information regarding a change in reporting requirements within the Client Information and Registration Tracking System (CIRTS) for individuals receiving services through the National Family Caregiver Support Program, Older Americans Act (OAA), Title IIIE. This is due to changes in reporting required by the U.S. Department of Health and Human Services, Administration on Aging. (This reporting change is effective January 1, 2009.)

All individuals receiving services through Title IIIE must be actively enrolled in CIRTS for the program in which the services are funded, within Caregiver Support Services (OAAIIIIE), Services to Grandparents (OAAIIIIEG) and Supplemental Services (OAAIIIIES). The attached chart notes all funded services within these programs and the reporting requirements for each service in CIRTS. Services provided individually will require monthly aggregate reporting by client in CIRTS. Services provided in a group setting, with the exception of counseling, will maintain the requirement of monthly aggregate reporting in CIRTS.

Each OAA IIIIE Provider and staff will be responsible for entering the required service data into CIRTS. Monthly aggregate reporting by client in CIRTS begins with services provided as of January 1, 2009.

Please contact Frank Wagoner, WCFAAA Director of MIS, for technical assistance related to CIRTS access and data entry.

We appreciate your cooperation in regards to this directive. Thank you for your continued commitment to Florida's elders. Should you require additional program information, please contact your WCFAAA Program Manager.

Attachment

Attachment to NOI: Older Americans Act, Title III E Reporting Requirements
 December , 2008

SERVICE	DESCRIPTION	PROGRAM	REPORTING BY CLIENT
ADC	ADULT DAY CARE	OA3E	Y
ADHC	ADULT DAY HEALTH CARE	OA3E	Y
CTSG	CAREGIVER TRAIN/SUPPORT (GRP)	OA3E	N
CTSI	CAREGIVER TRAIN/SUPPORT (INDV)	OA3E	Y
DPCTSI	DIRECT PAY CAREGIVER TRAINING/SUPPORT	OA3E	Y
DPRESP	DIRECT PAY RESPITE	OA3E	Y
DPTRS	DIRECT PAY TRANSPORTATION	OA3E	Y
EDUCG	EDUCATION/TRAINING - GROUP	OA3E	N
EDUCI	EDUCATION/TRAINING - INDIVIDUAL	OA3E	Y
GECI	COUNSELING (GERONTOLOGICAL) - INDIVIDUAL	OA3E	Y
GECO	COUNSELING (GERONTOLOGICAL) - GROUP	OA3E	Y
INFO	INFORMATION	OA3E	N
INSC	INTAKE	OA3E	Y
MHSG	COUNSELING (MENTAL HEALTH COUNSELING/SCREENING) - GROUP	OA3E	Y
MHSI	COUNSELING (MENTAL HEALTH COUNSELING/SCREENING) - INDIVIDUAL	OA3E	Y
OTR	OUTREACH	OA3E	N
REFE	REFERRAL/ASSISTANCE	OA3E	Y
RESF	RESPIRE IN-FACILITY	OA3E	Y
RESP	RESPIRE IN-HOME	OA3E	Y
RRFA	FINANCIAL RISK REDUCTION (ASSESSMENT)	OA3E	Y
RRFM	FINANCIAL RISK REDUCTION (MAINTENANCE)	OA3E	Y
SCAS	SCREENING & ASSESSMENT	OA3E	Y
TRS	TRANSPORTATION	OA3E	Y
CTSG	CAREGIVER TRAIN/SUPPORT (GRP)	OA3EG	N
CTSI	CAREGIVER TRAIN/SUPPORT (INDV)	OA3EG	Y
DCC	CHILD DAY CARE	OA3EG	Y
DPCTSI	DIRECT PAY CAREGIVER TRAINING/SUPPORT	OA3EG	Y
DPSIT	DIRECT PAY SITTER	OA3EG	Y
DPTRS	DIRECT PAY TRANSPORTATION	OA3EG	Y
EDUCG	EDUCATION/TRAINING - GROUP	OA3EG	N
EDUCI	EDUCATION/TRAINING - INDIVIDUAL	OA3EG	Y
GECO	COUNSELING (GERONTOLOGICAL) - GROUP	OA3EG	Y
GECI	COUNSELING (GERONTOLOGICAL) - INDIVIDUAL	OA3EG	Y
LEG	LEGAL SERVICES	OA3EG	N
MHSG	COUNSELING (MENTAL HEALTH COUNSELING/SCREENING) - GROUP	OA3EG	Y
MHSI	COUNSELING (MENTAL HEALTH COUNSELING/SCREENING) - INDIVIDUAL	OA3EG	Y
OTR	OUTREACH	OA3EG	N
REFE	REFERRAL/ASSISTANCE	OA3EG	Y
SCAS	SCREENING & ASSESSMENT	OA3EG	Y
TRS	TRANSPORTATION	OA3EG	Y
CHO	CHORE	OA3ES	Y
DPHOIM	DIRECT PAY HOUSING IMPROVEMENT	OA3ES	Y
DPSCSM	SPECIALIZED MEDICAL EQUIPMENT, SERVICES, AND SUPPLIES - DIRECT PAY	OA3ES	Y
ECHO	CHORE (ENHANCED)	OA3ES	Y
HOIM	HOUSING IMPROVEMENT	OA3ES	Y
LEG	LEGAL SERVICES	OA3ES	N
MATE	MATERIAL AID	OA3ES	Y
SCSM	SPECIALIZED MEDICAL EQUIPMENT, SERVICES, AND SUPPLIES	OA3ES	Y