

Notice of Instruction

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Assistance. Advocacy. Answers on Aging.

Notice of Instruction Number: **#050809 – OAA IIIIE CIRTS Reporting Requirement - sv**

TO: All Older American Act IIIIE Providers
FROM: Sarah Van Dyke
DATE: 5/08/2009
SUBJECT: **Notice of Clarification: Older Americans Act, Title IIIIE Reporting Requirements**
cc: WCFAAA Program and Intake and Screening Staff

The purpose of this memorandum is to provide clarification to the Older Americans Act (OAA); Title IIIIE Reporting Requirements released by WCFAAA in **Notice #011509 – OAA IIIIE CIRTS Reporting Requirement - kp**.

The following changes to the National Family Caregiver Support Program were outlined in the 2006 reauthorization of the OAA:

- The child receiving care from a grandparent or other relative caregiver is now defined as an individual who is not more than 18 years of age or who is an individual with a disability.
- The minimum age requirement for grandparents or other relative caregivers of children has been lowered to age 55.

The following changes to CIRTS (Client Information and Registration Tracking System) are effective immediately to collect the required data for OAA Title IIIIE:

- To ensure monthly aggregate reporting by client for services provided individually from January 1, 2009, forward, CIRTS will no longer allow the aggregate reporting of services except for those indicated with an “N” on the attached chart. Please note the revised chart attached which replaced the chart originally distributed with [Notice #011509 – OAA III E CIRTS Reporting Requirement - kp.](#) Shaded blocks designate changes from the previous chart.
- On the Department’s screening and assessment forms (701A and 701B), the fields, sex, race, and ethnicity are required fields and must be completed for all persons applying for and or receiving OAA services.
- On the Department’s screening and assessment forms (701A and 701B), the Consumer Type can be answered as Caregiver or Elder Recipient or both.
- The Title Guardian tab will activate when the answer to the question “Are you a caregiver of a grandchild?” is “Yes” for any consumer type.
- All individuals receiving services through Older Americans Act (OAA) Title III E must be screened or assessed and CIRTS must indicate enrollment in OAA III E service funding.
 - When screening (701A) for Title III E Caregiver Support Services or Title III E S, Supplemental Services, the following answers will enable the appropriate data to be entered into CIRTS. The Consumer Type (Question 3a.) will be Elder Recipient (E) and the Assessment Type (Question 4f.) will be either Telephone (T) or Wait List Screening (WLS).
 - When screening (701A) for Title III E G, Services to Grandparents, the following answers will enable the appropriate data to be entered into CIRTS. The Consumer Type (Question 3a.) will be Caregiver (C) and the Assessment Type (Question 4f.) will be Grandparent/Guardian (G).

- For persons receiving services through a combination of OAAIIIIE, OAAIIIIES or OAAIIIIEG, either the 701A or the 701B form can be completed.
- For clients receiving OAA IIIIE services from providers who are either not trained to complete the DOEA screening or assessment forms or who do not have CIRTS connectivity, the provider will manually collect the demographic information on the first page of the 701A or 701B and the required frailty information (detailed in the next bullet). The frailty documentation will be kept in the client's case file. The AAA will ensure that the demographic information is entered into CIRTS to document program enrollment.
- For each client receiving Respite Care or Supplemental Services under Title IIIIE, the federal frailty definition must be met. The definition requires at least one of three criteria be met. On the current assessment forms, the questions which capture this information are:
 - The individual's behavior indicates a need for supervision (701B, page 2, Section B, 1d.); **OR**
 - The individual is unable to perform at least two Activities of Daily Living without human assistance (Codes 2, 3 or 4 on 701A, page 2, Section B, #2 or 701B, page 3, Section B, #3); **OR**
 - Because of cognitive or other mental impairment, the individual behaves in a manner that poses health or safety hazard for the individual or another individual (701B, page 2, Section B, 1g or 1i).

Future changes to CIRTS will result in a new Assessment Type, which will allow providers to enter the required demographic data and responses to the three frailty criteria for individuals receiving Title IIIIE Respite Care or Supplemental Services. This will require at least one of the frailty criteria be reported before Respite Care

and Supplemental Services can be entered for a client. Further instruction will be provided once the new assessment type is available in CIRTS.

Thank you for your ongoing commitment to Florida's elders. Should you require additional information, please contact your Program Manager.

Attachment

Attachment to NOC: Older Americans Act, Title III E Reporting Requirements
Apr-09

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	N
INFO	INFORMATION	OA3E	N
INSC	INTAKE	OA3E	Y
MHSG	COUNSELING (MENTAL HEALTH COUNSELING/SCREENING) - GROUP	OA3E	N
MHSI	COUNSELING (MENTAL HEALTH COUNSELING/SCREENING) - INDIVIDUAL	OA3E	Y
OTR	OUTREACH	OA3E	N
REFE	REFERRAL/ASSISTANCE	OA3E	N
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	N
GECI	COUNSELING (GERONTOLOGICAL) - INDIVIDUAL	OA3EG	Y
LEG	LEGAL SERVICES	OA3EG	N
MHSG	COUNSELING (MENTAL HEALTH COUNSELING/SCREENING) - GROUP	OA3EG	N
MHSI	COUNSELING (MENTAL HEALTH COUNSELING/SCREENING) - INDIVIDUAL	OA3EG	Y
OTR	OUTREACH	OA3EG	N
REFE	REFERRAL/ASSISTANCE	OA3EG	N
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