

Notice of Instruction

5911 Breckenridge Parkway, Suite F
Tampa, Florida 33610
(813) 740-3888

West Central Florida
Area Agency on Aging, Inc.



Assistance. Advocacy. Answers on Aging.

Notice of Instruction Number:
#121112 – Archiving CIRTS Data - kp

TO: Lead Agencies and MOW Plus of Manatee, Inc.
FROM: Katie Parkinson, Director of Program Management
DATE: December 11, 2012
SUBJECT: Archiving CIRTS Data

The purpose of this notice is to notify WCFAAA contracted providers who are utilizing the Client Information & Referral Tracking System (CIRTS) database of an anticipated update to the system by the Department of Elder Affairs.

It has come to the WCFAAA's attention that the Department will be removing CIRTS data older than 2006 from the online system (both screens and reports) in an effort to improve performance. It is our understanding that no client data, which can be used to determine death status, will be removed so that service eligibility can continue to be monitored. Additionally, open Comprehensive Assessments and Review for Long Term Care Services (CARES) cases and open enrollment records will not be deleted.

After this year, the Department has indicated that this process will be repeated each January so that CIRTS will consistently have seven years of active data.

Should you require additional program information, please contact Katie Parkinson, WCFAAA Director of Program Management, katie.parkinson@agingflorida.com.