



# Notice of Instruction

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**Notice of Instruction Number: #072815 DOEA Applications Upgrade**

**TO:** All PSA 6 Provider Agencies

**FROM:** Kristina Melling, Senior Program Planner & QA Data Manager

**DATE:** July 28, 2015

**SUBJECT:** DOEA Applications Upgrade

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The purpose of this Notice is to provide guidance regarding a system upgrade underway to all Department of Elder Affairs (DOEA) Applications. It includes all systems on the Enterprise Applications server including the Client Information and Registration Tracking System (CIRTS), Adult Protective Services Referral Tracking Tool (ARTT), and all reports. The upgrade began in January 2015 and will be complete by August 31, 2015.

New accounts have been created on the new DOEA Application server for all active accounts on the old Enterprise Applications server. Senior Connection Center's MIS staff is working with provider agencies regarding installation instructions and distribution of passwords. Until August 31, 2015, both the old and new application servers will be available. However, distributing passwords for upgraded DOEA Applications can begin now and must be completed by August 31, 2015, when the old Enterprise Application server will no longer be available.

This upgrade does not include the Discoverer reporting environment, which will not be available after August 31, 2015. AAA staff has been notified that their Discoverer reports must be recreated in a new reporting tool on the DOEA Application server called AAA reports.

Thank you for your cooperation. If you have any questions, please contact your contract manager or SCC's MIS Department.