



Notice of Instruction

8928 Brittany Way

Tampa, FL 33619

(813) 740-3888

Notice of Instruction Number: 071817 OAA & LSP Nutrition Services Reporting Requirements

TO: All PSA 6 OAA Nutrition Service Providers

FROM: Kristina Melling, Senior Program Planner and Q.A. Data Manager

DATE: July 18, 2017

SUBJECT: Notice of Instruction: OAA and LSP Nutrition Services Reporting Requirements

The purpose of this notice is to inform OAA Nutrition Service Providers that the Department is changing the reporting requirements for nutrition services. Effective January 1, 2018, the following nutrition services provided through Local Services Program (LSP) and Older Americans Act Title IIIC (O3C1 and C2) funding will require monthly aggregate reporting by client:

- Congregate Meals Screening (NTSC);
- Congregate Meals (CNML, CNMLB, CNMLS, and CNMLM);
- Home Delivered Meals (HDM, HDMF, and HDMH);
- Nutrition Counseling (NUCOI); and
- Nutrition Education (NTED).

Per the service reporting requirements located in the Department's Programs and Services Handbook, monthly aggregate reporting by client requires the following:

- a) Each client must be enrolled; and
- b) Individual service units are entered monthly at a minimum for each client. If the service has a variable cost, the billed amount is required.

From January 1, 2018, forward, each client receiving nutrition services funded through Local Services Program (LSP) and Older Americans Act Title IIIC (O3C1 and O3C2) will be:

1. Entered in CIRTS with the following required information:
 - a. Client's first and last name;
 - b. Client's Social Security Number (SSN);
 - c. Owner ID;
 - d. County of service;
 - e. Client's date of birth; and
 - f. Client's address, including street, city, state, and ZIP code;
2. Enrolled in LSP, O3C1 and O3C2; and
3. Reported by SSN or pseudo ID for nutrition services received by program. The number of units provided to the client will be entered at least once a month by client.

Reporting requirements for eligible individuals, not enrolled as clients are as follows:

- A "guest" is an individual eligible to receive meals, but has not yet been assessed and enrolled as a client. A guest may be:
 - an individual who is a spouse of a client age 60 or older;
 - an individual with disabilities who resides at home with a client;
 - an individual with disabilities who resides in a housing facility occupied primarily by older individuals where congregate nutrition services are provided; or
 - an individual age 60 or older who is not a client.
- A "guest" will be assessed, enrolled, and reported as a client after receiving three meals within 30 days. (Note a guest may become a client prior to receiving three meals.) To become a client, an individual will be entered in CIRTS, enrolled in LSP or OAA IIIC1 or C2, and reported by SSN or pseudo ID. If under age 60, the individual will be enrolled with the new CIRTS eligibility code, UN60 (under 60).
- Meals provided to guests will be recorded in CIRTS using the new CIRTS service code, CNMLG (Congregate Meals Guest) or HDMG (Home Delivered Meal Guest). The services will be reported under the SSN of the enrolled client, the person associated with the guest (either a spouse or an individual with disabilities who resides at home with a client). Supporting documentation would include congregate site sign-in logs or meal delivery sheets.
- The new CIRTS service code, CNMLG will be used to aggregately report meals served to meal site guests who reside in a housing facility occupied primarily by older individuals where congregate nutrition services are provided; or guests age 60

or older who are not associated with an enrolled client. Supporting documentation would include congregate site sign-in logs.

- The new CIRTS service code, CNMLV (Congregate Meals Volunteers) will be used to aggregately report meals served to volunteers regardless of age who provide essential services on a regular basis during meal hours at congregate meal sites. Supporting documentation would include a record of the volunteer's attendance, work hours, and applicable background screening information.

The DOEA Assessment Form 701C is used to complete initial assessments and annual reassessments for individuals receiving congregate meals screening, congregate meals, nutrition education, and nutrition counseling services in the OAA Title IIC1 program. The 701A is used to complete initial assessments and annual client reassessments for individuals receiving home delivered meals, nutrition education, and nutrition counseling services in the OAA Title IIC2 program, and LSP services that are operated under OAA standards. The service "Screening and Assessment" is the OAA service that is billed in CIRTS to conduct initial and annual reassessments in LSP and OAA Title IIC2.

Your assistance and cooperation are appreciated in implementing this change. The Department anticipates that this change in reporting requirements, as recommended by the Inspector General, will enhance program administration, increase service provider accountability, and improve the accuracy of the data submitted to the National Aging Programs Information System (NAPIS).

If you have any questions concerning the information provided in this notice please contact this writer or your Contract Manager. Thank you.