



## MEMORANDUM

**TO:** AAA Directors **Notice #: 121708-1-I-SWCBS**  
**FROM:** E. Douglas Beach, Secretary  
**DATE:** December 17, 2008  
**SUBJECT:** Notice of Instruction: Older Americans Act, Title IIIIE Reporting Requirements

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This Notice of Instruction details a change in the 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 IIIIE. This is due to changes in reporting required by the U.S. Department of Health and Human Services, Administration on Aging. (This reporting change will take effect on January 1, 2009.)

All individuals receiving services through Title IIIIE 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 Area Agency on Aging will ensure the accurate addition of these units into CIRTS. Reports for the Administration on Aging will be pulled from the data maintained in CIRTS. Please forward this information to OAAIIIIE providers and staff who are responsible for entering the required service data into CIRTS. Monthly aggregate reporting by client in CIRTS will begin with services provided as of January 1, 2009.

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

Attachment

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