

MEMORANDUM

TO: AAA Executive Directors **NOTICE#: 111518-1-I-SWCBS**

FROM: Jeffrey S. Bragg, Secretary

DATE: **November 15, 2018**

SUBJECT: Notice of Instruction: Copy Forward Function in Client Information and Registration Tracking System (CIRTS)

This Notice of Instruction provides instructions to the Area Agencies on Aging (AAA) about a new feature in CIRTS. The Department of Elder Affairs (Department) has made modifications to CIRTS to allow AAA and Lead Agencies to copy forward information from previous screenings and assessments into a new entry. Performance measures were factored into the copy forward rules. This feature will be effective statewide December 3, 2018, for 701-A, 701-B, 701-C and 701-S tool.

The assessment to be copied:

- Can be no older than 14 months;
- Can be from any PSA statewide;
- Can be a CARES assessment; and
- Will be the later of the latest 701-B or the latest of its type.

The following fields will not copy forward:

- All text box/note fields;
- Assessment date;
- Referral date;
- Referral source;
- Level of Adult Protective Services risk;
- Transitioning out of a facility;
- Imminent risk;
- Reassessment checkbox;
- Date requested; and
- Purpose of assessment.

The Department expects all screeners and assessors to ask all questions on the tool and update answers if there are changes. The Department will monitor the AAAs as this feature is implemented and utilized. The Department expects the AAAs to monitor their Lead Agencies to ensure that they are asking all the questions and updating the information to reflect new information. The Department expects the AAAs to monitor their staff to ensure that they are asking all the questions and updating the information to reflect new information.

The Department modified CIRTS to ease the burden placed on AAAs and Lead Agencies. This feature may be frozen if the Department determines it is in the best interest of the overall programs using the 701 tools.

If you have any questions, please contact your ADRC contract manager.

