



**JEB BUSH**  
GOVERNOR

**SUSAN M. TUCKER**  
INTERIM SECRETARY

4040 ESPLANADE WAY  
TALLAHASSEE  
FLORIDA, 32399-7000

phone 850.414.2000  
fax 850.414.2004  
TDD 850.414.2001

## MEMORANDUM

**TO:** AAA Directors **NOTICE#: 021105-2-I-PE**

**FROM:** Susan Tucker  
Interim Secretary

**DATE:** February 9, 2005

**SUBJECT:** Notice of Instruction: OAA Title III-E Reporting FFY 2005

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This notice is to provide you with a reporting template for the revised Title III-E Family Caregiver service and client reporting for Federal Fiscal Year 2005. This is a portion of the SPRDIA reporting system mandated by the Federal Administration on Aging. This template is provided for your information so you can determine if you are collecting the data necessary for the annual report to the Administration on Aging. The area Agencies will be responsible for these data as they are not consistently entered into CIRTS.

These data are to be collected reporting for Federal Fiscal Year 2004-2005 (October 1, 2004 through September 30, 2005). Other than these caregiver data, the other data required of the Area Agencies is identical to previous years. The department will provide you with a complete data collection template similar to those provided in previous years during the first two weeks of November 2005.

Please note that Section I.E refers to Caregivers serving the Elderly and receiving Group I services (Counseling / Support Groups / Caregiver Training, Respite Care, and Supplemental Services). Section I.F. refers to elderly caregivers (and grandparents) caring for children and receiving Level I services. Section two provides summary expenditure and service utilization data for persons caring for the elderly (Section II.C) and section II.D. requests the same information for elderly caregivers of children.

<http://elderaffairs.state.fl.us>