



**RICK SCOTT**  
GOVERNOR

## MEMORANDUM

**TO:** Area Agencies on Aging (AAA)    **NOTICE: 072315-1-I-MIS**  
**FROM:** Samuel P. Verghese, Secretary  
**DATE:** July 13, 2015  
**SUBJECT:** Notice of Instruction: 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), User Management System (UMS), Automated Contract Management System (ACMS), and all reports. The upgrade began in January 2015 and will be complete by August 31, 2015.

**SAMUEL P. VERGHESE**  
SECRETARY

New accounts have been created on the new DOEA Application server for all active accounts on the old Enterprise Applications server. DOEA Information Technology staff is working with AAA Administrators 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. Instructions on use of the new AAA reporting tool have been provided to the AAA Administrators and staff.

Thank you for your cooperation. If you have any questions, please contact your contract manager.

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