

**MEMORANDUM**

**TO:** AAA Executive Directors                      **NOTICE#: 102017-1-I-SWCBS**

**FROM:** Jeffrey S. Bragg, Secretary

**DATE:**        **October 20, 2017**

**SUBJECT:** Notice of Instruction: Client Information Registration and Tracking System  
(CIRTS) Veteran Indicator

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The purpose of this Notice is to inform the Area Agencies on Aging (AAAs) of the new veteran indicator fields that have been added to CIRTS. These fields are available for use with the receipt of this Notice.

The new veteran indicator fields are located on the Client Information/Demographics screen above the address block. (See the attached CIRTS screen shot.) The question, “Are you a veteran?” includes a dropdown box with the choices, “yes,” “no,” or “decline to answer.” If this question is answered, “yes,” then the second field, “Referral Made” will be enabled.

Completion of the new fields is optional for existing clients. However, the new fields must be completed for new clients.

Thank you for your assistance in implementing these new CIRTS fields. If you have questions, please contact your contract manager.