



## 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