



CHARLIE CRIST  
GOVERNOR

## MEMORANDUM

NOTICE #: 121808-1-I-PE

TO: Area Agency on Aging Executive Directors for PSA 9, 10 & 11  
FROM: E. Douglas Beach, Secretary  
DATE: December 18, 2008  
SUBJECT: Notice of Instruction: Data Collection for the Evidence-Based Prevention Program Grant

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The purpose of this memo is to inform you of the data collection requirements for the Evidence-Based Prevention Program Grant. Individuals who enroll in the Enhanced Fitness, Matter of Balance, Chronic Disease Self-Management or Spanish Chronic Disease Self-Management Program are tracked in CIRTS and in an Excel spreadsheet. The detailed requirements are below.

E. DOUGLAS BEACH, PH.D.  
SECRETARY

### CIRTS Data Requirements

For each individual who **enrolls** in a course funded by the Evidence-Based Prevention Program Grant, basic demographic information and enrollment information must be entered in the Client Information and Registration Tracking System (CIRTS). New program codes have been created specifically for this grant.

1. Enter basic demographic information in CIRTS to include SSN, name, address and date of birth. A pseudo-SSN may be used for individuals who do not wish to reveal their SSN (see notice titled *Notice of Policy: Pseudo ID Numbers, 070903-1-P-SWCBS*).
2. If the individual does not have an assessment in CIRTS, a Demographic type assessment must be entered. This assessment type requires minimal information.
3. Add a new entry in the Client Enrollments screen and set the Program Comp. field to one of the following as appropriate:  
ENFIT - Enhanced Fitness (EB),  
MOB - Matter of Balance (EB),  
CDSM - Chronic Disease Self-Management (EB), or  
SCDSM - Spanish Chronic Disease Self-Management (EB).
4. Set the Status field to ACTV.
5. Set the Enrollment Start field to the date the training began.

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6. When the individual completes at least five of the six courses, set the Status field to **TREB - TERMINATED - COMPLETED EB GRANT PROGRAM** and set the End Enrollment field to the date the course was completed. If an individual withdraws prior to completing the course, the appropriate termination code should be entered in the Status field and the date of the last class the individual attended is entered in the End Enrollment field.

If you are unable to update demographic data, enter enrollment data or add an assessment in CIRTS because the client does not reside in your PSA or is owned by another provider, ownership may need to be transferred. Please contact your LAN Administrator who has the ability to move the client's record into your PSA and change the owner.

### **Monthly Enrollee Reporting in Excel**

Information for all individuals who enroll in a course funded by the Evidence-Based Prevention Program Grant must also be tracked in the attached Excel workbook titled Master AoA Database for Living Healthy & SCDSMP. This file should represent a cumulative list of all enrollees. This list is to be sent by the 10<sup>th</sup> of each month, starting on the date of your contract, with up-to-date information as of the last day of the previous month to the following DOEA email address: [EvidBasedGrant@elderaffairs.org](mailto:EvidBasedGrant@elderaffairs.org).

### **Additional Information Needed Monthly**

The following items need to be submitted to Michele Mulé via email to [EvidBasedGrant@elderaffairs.org](mailto:EvidBasedGrant@elderaffairs.org) or faxed to (850) 414-2372 by the 10<sup>th</sup> of each month:

- Hot News – Information Update on Evidence Base Programs (Sample topics are listed below (not limited to these topics): New Programs, Creative ideas that area excels in, New Partners, Best Practices, Challenges)
- Copies of forms used for all classes that occurred during the previous month
  - i. Excel Spreadsheet
  - ii. Facilitator Evaluation
  - iii. Participant Survey
  - iv. Participation Attendance Sheet
  - v. Pre-Registration Form
  - vi. Program Information Form
  - vii. Training Attendance Sheet (Sign in Sheet)
  - viii. HIPAA & Consent Forms
- Excel Spreadsheet

If you have any questions on these new programs, please contact Carol Waters at [watersc@elderaffairs.org](mailto:watersc@elderaffairs.org) or (850) 414-2390 or Michele Mulé at [Mulem@elderaffairs.org](mailto:Mulem@elderaffairs.org) or (850) 414-2307.

Thank you for your continued cooperation.