



JEB BUSH
GOVERNOR

MEMORANDUM

TO: AAA Directors **NOTICE #:** 022403-1-I-SWCBS

FROM: Terry White
Secretary

DATE: February 21, 2003

SUBJECT: Notice of Instruction: APS Exception Reports

This memo describes the recent changes made to the APS Exception reports. The issue of exceptions caused by incorrect SSNs is also addressed. The APS Exception reports list abuse/neglect referrals that are in DCF's FAHIS system or in CIRTSS, but not in both (with the necessary fields set).

Change #1: Heretofore, the date that DCF received the abuse/neglect case was compared to the date the referral was received by the lead agency/provider (as recorded in the CIRTSS assessment as the referral date). February's APS Exception reports will no longer use the DCF received date; instead the date that DCF referred the client to the lead agency/provider will be used (DCF calls this date the disposition date). The APS Exception reports will allow 30 days between the DCF and CIRTSS referral dates when finding a match.

This change has resulted in an increase in the number of exceptions statewide. **Please ensure that referral dates entered in the CIRTSS assessments for abuse/neglect referrals are set to the date that the referral was received by the lead agency/provider.**

Change #2: The DCF abuse report number has been added to the report. This report number was requested by DCF.

In addition, a recent statewide analysis of the APS exceptions was performed. Incorrect social security numbers were the cause of a large percentage of the exceptions. This includes the use of pseudo SSNs that do not match those used by DCF. **Lead agencies should make every effort to obtain the correct SSN for an APS referral.** If they are unable to obtain the SSN, a pseudo number should be created by using an individual's first, middle and last initials, along with the date of birth. If the middle initial is not known, the first two letters of the first name are used. It is important to use the correct date of birth when creating pseudo SSNs.

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Please continue to submit your findings to DOEA by the fifth of each month. Please include the reason code in the space provided on the report. Additional reason codes have been added to help you identify the cause for each exception.

Reason code	Exception Description
1	SSNs are incorrect in one or both systems
2	The received/referral date is wrong in one or both systems (they must be within 30 days of each other for a match to occur)
3	The DCF assigned disposition code in FAHIS is not a DOEA code (6, 82, 83, 84, 86) and the referral is entered in CIRTS as an "APS" referral (In DCF = N, In CIRTS = Y)
4	The referral source is not properly set to "APS" in CIRTS (In DCF = Y, In CIRTS = N)
5	There is no 1099 for the referral but it is in CIRTS as an "APS" referral (In DCF = N, In CIRTS = Y)
6	The referral is entered in CIRTS as an "APS" referral and there is a 1099 form, but the referral is not in FAHIS with a DOEA disposition code
7	Referral is in DCF's FAHIS as a DOEA referral and a 1099 form exists, but it is not in CIRTS
8	There is no 1099 but it is in DCF's FAHIS system
9	Couldn't reach client for assessment or refused services

As always, please contact your contract manager if you need assistance with any of these instructions.

TFW/ms

cc: Henry Taylor
Judy Janowski
Chuck Corley
MW Specialists
Mindy Sollisch