



JEB BUSH
GOVERNOR

TERRY F. WHITE
SECRETARY

MEMORANDUM

TO: AAA Directors **NOTICE #:** 041803-1-I-SWCBS

FROM: Terry White
Secretary

DATE: April 18, 2003

SUBJECT: Notice of Instruction: AAA Submission of Monthly Invoices

Due to the implementation and enforcement of HIPPA related standards on April 15, 2003, some AAA's may experience problems with the reporting and data entry functions of CIRTS. Please be assured that the Division of Information Systems is working with your LAN Administrators to mitigate any challenges that may have been caused by these necessary changes/upgrades. Please contact Maureen Olsen directly if you have specific questions or concerns about this process.

We are also aware that the information system problems may delay some AAA's from meeting their monthly timeline(s) for the submission of invoices to the Department. If you need additional time to submit program invoices, please send an email to your contract manager indicating the anticipated length of the delay.

If you have any questions related to this matter, please contact your contract manager. As always, your assistance and cooperation is greatly appreciated.

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