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CHARLES T. CORLEY
INTERIM SECRETARY

MEMORANDUM

TO: AAA Directors **NOTICE#:** 022411-1-I-SWCBS

FROM: Charles T. Corley
Interim Secretary

DATE: February 23, 2011

SUBJECT: Notice of Instruction: New OAA Title IIIIE Assessment Type and CIRTS Reporting Requirements

The purpose of this notice is to provide additional guidance to the Area Agencies on Aging (AAAs) and the provider network regarding the new Older Americans Act National Family Caregiver Support (Title IIIIE) assessment type and Client Information and Registration Tracking System (CIRTS) reporting requirements. (See NOI #122310-1-I-SWCBS.)

The new OA3E assessment type is now ready for implementation and the Department's Management Information Systems (MIS) staff will alert the Local Area Network (LAN) Administrators that the CIRTS changes have been made. As a result of the programming and testing of the new OA3E assessment, it was necessary to change the new OA3E assessment type to include elements not originally part of the OAA IIIIE workgroup discussion. The new required demographic client data elements are:

- 1) Marital Status: Married (M); Single (S), Widowed (W), Divorced (D) or Partner (O)
- 2) Primary Language: Note the primary language spoken by the client
- 3) Need outside assistance to evacuate: Yes (Y) or No (N)
- 4) Registered with the County Special Needs Registry: Yes (Y) or No (N)

Please begin immediately using the new assessment type "OA3E – 2011 or later." Should you have questions, please contact your contract manager. Thank you for your cooperation.

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