



RICK SCOTT
GOVERNOR

MEMORANDUM

NOTICE #: 040111-1-I-CFAL

TO: Area Agency on Aging Executive Directors
FROM: Charles T. Corley, Interim Secretary
DATE: March 31, 2011
SUBJECT: **Notice of Instruction: OAA Title III D Monthly Report Changes**

The purpose of this Notice is to provide you with an update to the Title III D Monthly Report. A few minor changes have been made to the Title III D Monthly Report. These changes are as follows:

CHARLES T. CORLEY
INTERIM SECRETARY

Health & Wellness tab

- Correction to the CIRTS Service Code for Physical Fitness – this is now to be PHFG

EB Program tab

- **Site Name** column added – please list where the workshop is being held, the name of the location (e.g. Tallahassee Senior Center)
- **Type of Site** column added – please select the type of site the workshop is being held (e.g. Senior Center)
- Title of column was changed from Number Originally Enrolled on First Day of Workshop to **Total Number of Participants for Entire Workshop** – please enter in the number of individuals who participated in the workshop even if they did not complete the workshop
- Title of column was changed from Number of Completers to **Number of Completers for Workshop** – please enter the number of completers for the workshop (remember definition of completers listed in the service description handbook for each evidence-based program as this changes from one program to another)

These changes will take effect for the April programs for which the Monthly Report is due on May 30, 2011. Once the March Monthly report is submitted electronically, Michele Mulé will provide a revised version with the above mentioned tabs to each AAA. This will be further explained during the April Title III D conference call.

Thank you for your continued cooperation. Please contact Michele Mulé at 850 414-2307, if you have further questions.

4040 ESPLANADE WAY
TALLAHASSEE, FLORIDA
32399-7000

phone 850-414-2000
fax 850-414-2004
TDD 850-414-2001

<http://elderaffairs.state.fl.us>