



**JEB BUSH**  
**GOVERNOR**

**TERRY F. WHITE**  
**SECRETARY**

## MEMORANDUM

**TO:** AAA Executive Directors      **NOTICE#:** 071304-1-I-SWCBS

**FROM:** Terry White, Secretary

**DATE:** July 13, 2004

**SUBJECT:** **Notice of Instruction:** APS Referral Tracking Tool

The purpose of this memo is:

1. Inform you of the availability of training for the APS Referral Tracking Tool (ARTT);
2. Inform you of the dates we will begin using the ARTT in each county;
3. Request a current status report on the readiness of your Lead Agencies to connect to the Service Resource Center where the ARTT server will be located; and
4. Request feedback as to whether or not your LAN Administrator will be able to ensure that all AAA and Lead Agency ARTT users have the necessary files installed.

The Department of Children and Families (DCF) has generously invited Area Agency on Aging and Lead Agency ARTT users to attend ARTT training at their facilities. You will be contacted by DCF staff with details about the location of the training in your area. The training schedule for each county is listed below. Training starts at 3:00 p.m. on each day specified.

The table below also lists the date the ARTT will begin to be used in each county. On the date specified, all APS referrals made to you or your Lead Agencies will be entered into the ARTT. Usernames and passwords for the ARTT will be distributed by email prior to the "Start Date."

| DCF District | Counties  | Training Date                                  | Start Date (Begin to Use ARTT) |
|--------------|---|--|--------------------------------|
| 1            | Escambia, Okaloosa, Santa Rosa, Walton  | July 27,29                                     | August 2                       |
| 2            | Bay, Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Madison, Taylor | NA (AAA and Lead Agency staff trained June 29) | June 28                        |
| 3            | Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Putnam, Suwannee, Union, Alachua | July 27, 29                                    | August 2                       |
| 4            | Baker, Clay, Duval, Nassau, St. Johns   | July 20,22                                     | August 2                       |
| Suncoast     | Hillsborough, Desoto, Manatee, Pasco, Pinellas, Sarasota  | August 3, 5, 10, 12                            | August 16                      |
| 7            | Orange, Osceola, Seminole, Brevard  | July 20, 22                                    | August 2                       |
| 8            | Charlotte, Collier, Glades, Hendry, Lee   | July 13, 15                                    | July 19                        |
| 9            | Palm Beach  | July 14, 16                                    | July 19                        |
| 10           | Broward   | July 7, 9                                      | July 19                        |
| 11           | Miami-Dade, Monroe  | July 2, 7, 9                                   | July 19                        |

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| DCF District | Counties                               | Training Date | Start Date (Begin to Use ARTT) |
|--------------|--|---------------|--------------------------------|
| 12           | Flagler, Volusia                       | July 13, 15   | July 19                        |
| 13           | Citrus, Hernando, Lake, Marion, Sumter | July 20, 22   | August 2                       |
| 14           | Hardee, Highlands, Polk                | July 27, 29   | August 2                       |
| 15           | Indian River, Martin, Okeechobee       | August 9, 12  | August 16                      |

We recommend that all ARTT users attend one of the ARTT training sessions. If AAA and Lead Agency ARTT users cannot adjust their schedules to attend one of the training sessions, please contact Mindy Sollisch.

Critical to the use of the ARTT as scheduled is the ability for all Lead Agencies to connect to the Shared Resource Center where the ARTT application server resides. In order to determine where connectivity problems exist, we are requesting the connectivity status of each Lead Agency. For each Lead Agency please provide their status as one of the following:

- Connected to the Shared Resource Center (typically a VPN connection (though dial-up and other connection types are available),
- In progress (a Communications Service Authorization (CSA) has been completed and submitted to the STO), or
- Have not yet begun the process of connecting to the Shared Resource Center.

In addition, for Lead Agencies that are in the process of connecting, please send a copy of the latest Communications Service Authorization (CSA) to Mindy Sollisch. For those Lead Agencies who have not yet begun the process of connecting to the Shared Resource Center, please have a CSA form completed with a copy forwarded to Mindy.

Also, please inform Mindy as to whether or not your LAN administrator will be able to ensure that the files needed to use the ARTT are installed on all users' machines prior to the start date listed above. The installation instructions and files are available on the ARTT home page at <https://199.250.26.80/artt.html>.

Please send all information to Mindy Sollisch by July 15th, 2004. Mindy can be reached by phone at (850) 414-2181, via email at [sollischm@elderaffairs.org](mailto:sollischm@elderaffairs.org), or via fax at (850) 414-2313.

TW/mjs

cc:      Chris Shoemaker, DCF  
            Contract Managers, DOEA