



JEB BUSH
GOVERNOR

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, or via fax at (850) 414-2313.

TW/mjs

cc: Chris Shoemaker, DCF
Contract Managers, DOEA