



**JEB BUSH**  
GOVERNOR

**CAROLE GREEN**  
SECRETARY

## MEMORANDUM

**TO:** AAA Executive Directors

**NOTICE#:** **062305-1-I-SWCBS**

**FROM:** Carole Green  
Secretary

**DATE:** June 23, 2005

**SUBJECT:** Notice of Instruction: CIRTS Enrollment Data

This notice addresses CIRTS enrollment data for the Aged/Disabled Adult Services Medicaid Waiver (ADA) and the Assisted Living for the Frail Elderly Medicaid Waiver (ALE). In order to manage the ADA and ALE waiver budgets, it is important that CIRTS enrollment data be kept up-to-date.

In an effort to assist in identifying potentially incorrect or out-of-date information, we are distributing the entries in CIRTS for the ADA and ALE waivers that have a program status of active for individuals who have not received services since Feb. 1, 2005. We only included clients who became active before Feb. 1, 2005.

Attached please find an Excel file that lists the individuals in your PSA that meet this criteria. For each entry in the file, please verify the enrollment status and make the appropriate changes to CIRTS. In addition, for any individual on the list who is no longer active, please indicate this by entering the correct enrollment end date in the Excel File. Clients that are still active do not require an entry.

Please return the completed Excel file to Pora Ju via e-mail at [Jup@elderaffairs.com](mailto:Jup@elderaffairs.com) by July 6, 2005. Pora Ju may be contacted at (850) 414-2305 if you have questions.

Attachment

CG/pj

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