



CHARLIE CRIST
GOVERNOR

MEMORANDUM

TO: AAA Executive Directors **NOTICE#:** **100208-1-P-SWCBS**

FROM: E. Douglas Beach, Secretary

DATE: October 1, 2008

SUBJECT: Notice of Policy: Electronic Completion of Client Assessments

The purpose of this notice is to inform you of the department's policy regarding the electronic completion of the client assessment instruments.

Electronic assessment includes the following:

E. DOUGLAS BEACH, PH.D.
SECRETARY

1. Direct on-line completion of client/caregiver information in the Client Information and Registration Tracking System (CIRTS) during the assessment through the use of an Air Card and VPN (Virtual Private Network); or
2. Completion of client/caregiver information in an alternative electronic format and entering or transmitting the information into CIRTS, based on timeframes established by the area agency on aging.

The client assessment instrument may be completed electronically, provided the following conditions are met:

1. The electronic assessment format must contain all of the data elements of the DOEA 701A, 701B or 701C, depending on the type of assessment being conducted.
2. Comments relevant to client/caregiver conditions must be completed.
3. All of the required fields, including comments and the entire summary page, must be completed in CIRTS.

The case narrative in the client's file must document the date of the assessment and the type of instrument completed. A hard copy of the completed client assessment instrument must be made available to DOEA upon request. Please contact your contract manager if you have any questions or concerns.

Thank you for your cooperation.

DGB/jsw

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