



**JEB BUSH
GOVERNOR**

MEMORANDUM

TO: AAA Executive Directors **NOTICE #:** 061404-1-I-SWCBS

FROM: Terry White
Secretary

DATE: June 11, 2004

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

**TERRY F. WHITE
SECRETARY**

The new APS Referral Tracking Tool is currently being piloted in PSA/District 10. This tool will replace the current process of comparing referral information in DCF's FAHIS with referral information in CIRTS. We anticipate this tool will expedite the APS referral process, provide easy access to referral information, and minimize the amount of time spent resolving discrepancies.

At this time we need to identify who will need access to the APS Referral Tracking Tool in all PSAs other than PSA10. For each person that will use the APS Referral Tracking Tool, please gather the following:

- First name
- Last name
- Email address
- District/county/PSA

DCF staff will be identified by district, AAA staff will be identified by PSA and Lead Agency staff will be identified by county.

- Position
- Supervisor's name
- Phone number
- System Role

Each user should be identified as one of the following:

- AAA (view only)
- Lead Agency - view only
- Lead Agency - able to update referrals
- DCF Protective Investigator (able to create referrals)
- DCF Protective Investigator Supervisor -view only
- DCF Protective Investigator Supervisor (able to create and update referrals)

- Email Role:

Emails are sent to Aging Network designated staff when referrals are created and updated by DCF staff, and emails are sent to DCF designated staff when referrals are received and updated by Aging Network staff.

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Each user should be identified as one of the following:

- Will receive emails
- Will not receive emails

In order to ensure that the APS Referral Tracking Tool is a success we will be providing training to DCF and Aging Network staff. Please also send a count of the number of people you expect will attend a two hour training session.

Please send the requested information to Mindy Sollisch by **June 16, 2004**.

We thank you for your assistance. Please call Mindy Sollisch at (850) 414-2181 if you have any questions about this request.

TW/ms

cc: Chuck Corley
Chris Shoemaker, Department of Children and Families