

E HEAP REQUIRED DATA ENTRY IN CIRTS

1. An Emergency Home Energy Assistance for the Elderly (E HEAP) Application is required to be completed for individuals seeking energy assistance. If the applicant is not found in CIRTS, enter the applicant's demographic information from the E HEAP application. If the applicant already exists in CIRTS, skip to numbers 2 – 5 below. No new rows are added and the data is overwritten.

ADD_CLIENT_INFO 20130618 CIRTS Date 06/19/2013 User CIRTSADMIN

PSA	Owner ID	SSN	Client ID	First Name	Last Name	<input checked="" type="checkbox"/> Demographic Complete <input type="checkbox"/> PAS Complete <input type="checkbox"/> Open Case <input type="checkbox"/> Open Enrollment
02	20009	201306194	1001140951	JANE	DOE	

A. DEMOGRAPHIC SECTION

SSN	Owner ID	First Name	M.I. Last Name
201306194	20009	JANE	DOE

Medicaid Number	Best Contact Telephone Number	Date of Birth	Date of Death	Sex
		07/19/1919		FEMALE

Race: (Mark all that apply):

<input type="checkbox"/> White	<input type="checkbox"/> Black / African American	<input type="checkbox"/> Asian	Race Description
<input type="checkbox"/> American Indian/Alaskan Native	<input checked="" type="checkbox"/> Native Hawaiian/Pacific Islander	<input type="checkbox"/> Other	

Ethnicity	Primary Language	Primary Language Description
HISPANIC / LATINO	ENGLISH	

Does client have limited ability reading, writing, speaking, or understanding English? N WIDOWED

Physical Location Home Address Mailing Address Contact Person(s)

Home Address

Copy Physical Location	Date of Last Change 06/19/2013	
Street 101 TEST AVENUE		
Street cont.		
ZIP 32301	ZIP 4	City TALLAHASSEE
County LEON	State FL	Telephone Number
Is client's home address public housing? <input type="checkbox"/> N		Address History

Search LOC Referrals NHD Assessments Change Owner Change SSN Delete Client

Change PSA

2. Household Annual Income

- a. Go to Additional Client Information screen
- b. Enter Y to “**Incomes?**”
- c. Enter HAI = Household Annual Income for Type.
- d. Enter Household Annual Income for Amount. Do not enter “\$0.00” for the Amount unless the client’s income is truly “\$0.00.”

CICLIENT

Action Menu Edit Block Field Record Query Help

CIRTS
CLIENT DISPLAY AND LIMITED UPDATE

Date: 05/06/2011
User: CIRTSADMIN

PSA 02	SSN 201105061	Intake Date	Medicaid #
Client Id 2001743817	First Name TEST	MI	Last Name EHEAP
Addresses ? N		Birth Date 04/17/1947	DOBV
Sex F	Race B - BLACK	Ethnicity O - OTHER	

CLIENT INCOMES & ASSETS

PSA	Type	Income/Asset Code	Amount	More?	Incomes ?
02	HAI	N N = \$2001 - \$5000	\$12,345.00	N	Y

Earliest Intake Date
PSA Codes ? N

Enter Code for Income Type (F9 for List) - Required

Record: 1/1 ... List of Valu... <OSC>

3. **Child who is age 5 or younger living in the household**

- a. On the Additional Client Information screen, enter Y to "PSA Codes?"
- b. Enter E HEAP for PSA Table.
- c. Enter the PSA code (F9 for a list of values). Choose from the following values:
 - i. HM5N = NO CHILD AGE 5 OR YOUNGER
 - ii. HM5Y = CHILD AGE 5 OR YOUNGER

CIRTS

CICLIENT

Action Menu Edit Block Field Record Query Help

CICLIENT_1226 CIRTS Date 05/06/2011
VERSION 10G.1 CLIENT DISPLAY AND LIMITED UPDATE User CIRTSADMIN

PSA 02	SSN 201105061	Intake Date	Medicaid #
Client Id 2001743817	First Name TEST	MI	Last Name E HEAP

Address **PSA CODES**

PSA	PSA Table	PSA Code	PSA Code Description	More?
02	E HEAP	HM5Y	CHILD AGE 5 OR YOUNGER	N

Cit
Hosp/E
Refr
Contacts
Handicaps
Earliest Inta

PSA Unique Codes

Find %

Description	Psa Code
CHILD AGE 5 OR YOUNGER	HM5Y
NO CHILD AGE 5 OR YOUNGER	HM5N

E HEAP ? N

Choices in list
Record: 1/1

Find OK Cancel

4. Number of persons living in the household

- a. On the Additional Client Information screen, enter Y to "PSA Codes?"
- b. Enter E HEAP for PSA Table.
- c. Enter the PSA code (F9 for a list of values). Choose from the following values:
 - i. HM1 = ONE HOUSEHOLD MEMBER
 - ii. HM2 = TWO HOUSEHOLD MEMBERS
 - iii. HM3 = THREE HOUSEHOLD MEMBERS
 - iv. HM4 = FOUR HOUSEHOLD MEMBERS
 - v. HM5 = FIVE HOUSEHOLD MEMBERS
 - vi. HM6 = SIX HOUSEHOLD MEMBERS
 - vii. HM7 = SEVEN HOUSEHOLD MEMBERS
 - viii. HM8 = EIGHT HOUSEHOLD MEMBERS
 - ix. HM9 = NINE HOUSEHOLD MEMBERS
 - x. HM10 = TEN HOUSEHOLD MEMBERS
 - xi. HM11 = ELEVEN HOUSEHOLD MEMBERS
 - xii. HM12 = TWELVE HOUSEHOLD MEMBERS

CIRTS

CLIENT

Action Menu Edit Block Field Record Query Help

CIRTS

CLIENT DISPLAY AND LIMITED UPDATE

Date: 05/06/2011

User: CIRTSADMIN

PSA 02	SSN 201105061	Intake Date	Medicaid #
Client Id 2001743817	First Name TEST	MI	Last Name E HEAP

Address **PSA CODES**

PSA	PSA Table	PSA Code	PSA Code Description	More?
02	E HEAP	HM5Y	CHILD AGE 5 OR YOUNGER	Y
Cit	E HEAP	HM5	FIVE HOUSEHOLD MEMBERS	N
Hosp/E				
Ref				

Contacts ? N Comments ? N Languages ? N

Handicaps ? N OAA ? N SSI ? N Medicaid Waiver ? N E HEAP ? N

Earliest Intake Date

PSA Codes ? Y

Enter "Y" to Enter Another PSA Code, "N" to Return to Client Screen

Record: 2/2 | ... | <OSC>

Handicapped members living in the household

- a. On the Additional Client Information screen, enter Y to "E HEAP Codes?"
- b. Choose from the following values:
 - i. Y = Handicapped Household Member
 - ii. N = No Handicapped Household Member

CIRTS

CICLIENT

Action Menu Edit Block Field Record Query Help

CIRTS **CLIENT DISPLAY AND LIMITED UPDATE**

Date: 05/06/2011
User: CIRTSADMIN

PSA 02	SSN 201105061	Intake Date	Medicaid #
Client Id 2001743817	First Name TEST	MI	Last Name E HEAP
Addresses ? N	Birth Date 04/17/1947	DOBV	
Sex F	Race B - BLACK	Ethnicity O - OTHER	
Citizen	Marital Status M - MARRIED	Incomes ? N	
Hosp/Emerg	Emerg	Household Income - Monthly (E HEAP)	
Refri Src	-	Most Often Used Fuel	
Contacts ? N	Comr	Handicapped Household Member(s) Y	
Handicaps ? N	OAA ? N	SSI ? N	Medicaid Waiver ? N
E HEAP ? Y		EHEAP ? Y	
Earliest Intake Date		PSA Codes ? N	
Enter Code for Most Often Used Fuel (F9 for List) - Required			
Record: 1/1 ... List of Valu... <OSC>			

5. E HEAP Client Enrollments

- a. Enter the program status of GOAH = GOAL ACHIEVED if the client is served.
- b. Enter the program status of TRNE = TERMINATED CLIENT NOT ELIGIBLE.
- c. Enrollment Date = CASEWORKER SIGNATURE DATE.

CIENROLL	CIRTS CLIENT ENROLLMENTS (Press Ctrl+Page Down to access Waitlist)						Date 06/19/2013
20130606							User CIRTSADMIN
PSA 02	SSN 201306194	Client Id 1001140951	DOB 07/19/1919	Owner ID 20009			
First Name JANE		MI <input type="checkbox"/>	Last Name DOE				
PSA	Program Comp.	Status	Enrollment	Elig. Code	Provider	Loc	Worker
02	E HEAP	GOAH	06/19/2013 06/19/2013	AGE	20009	01	CIRTSADMIN

E HEAP ENROLLMENTS AND EXCEPTIONS REPORT

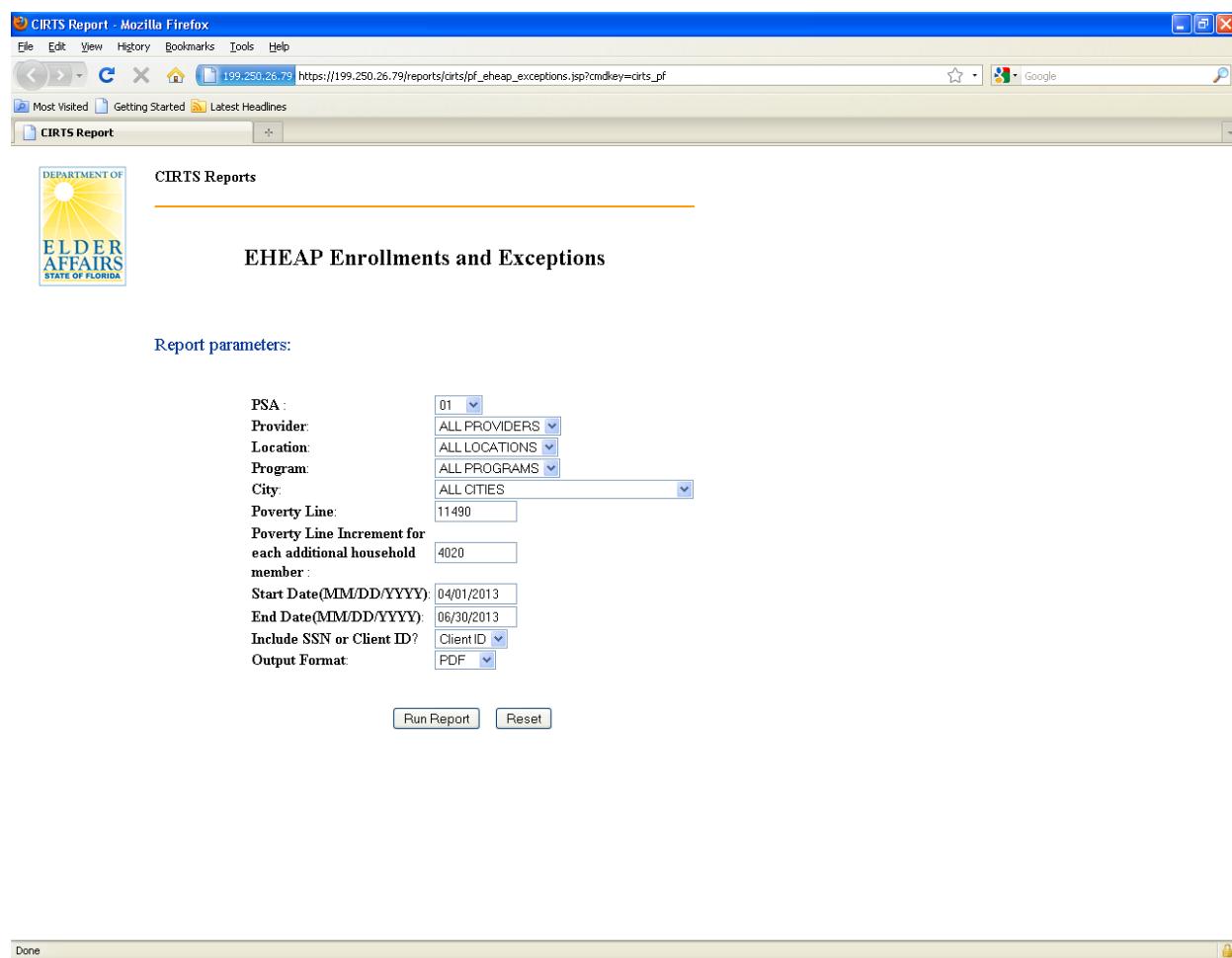
This report can be found at [Enterprise Application Services, CIRTS Reports, Monitoring section.](#)

When running this report, select the following:

1. PSA: Enter the PSA
2. Provider: Enter ALL PROVIDERS or a specific provider
3. Location: Enter ALL LOCATIONS or a specific location
4. Program: Enter E HEAP or EHEAW (for Weather-Related, when available)
5. City: Enter ALL CITIES
6. Poverty Line: Enter **11,490 (for 2013)**
7. Poverty Line Increment for each additional household member: Enter **4,020 (for 2013)**
8. Start and End Date: Enter the start and end dates for the reporting period

The Annual Poverty Level must be entered when you run the E HEAP Enrollments and Exceptions report. The current income limits can be found at the Poverty Guidelines website:

<http://www.aspe.hhs.gov/poverty/index.shtml>



The screenshot shows a Firefox browser window with the URL https://199.250.26.79/reports/cirts/pf_eheap_exceptions.jsp?cmdkey=cirts_pf. The page title is "CIRTS Reports" and the sub-section is "E HEAP Enrollments and Exceptions".

Report parameters:

PSA :	01
Provider:	ALL PROVIDERS
Location:	ALL LOCATIONS
Program:	ALL PROGRAMS
City:	ALL CITIES
Poverty Line:	11490
Poverty Line Increment for each additional household member:	4020
Start Date(MM/DD/YYYY):	04/01/2013
End Date(MM/DD/YYYY):	06/30/2013
Include SSN or Client ID?	Client ID
Output Format:	PDF

Buttons at the bottom: Run Report, Reset.

Highlights of the E HEAP report include the following:

1. Annual Household Income is displayed.
2. The Adjusted Poverty Line (using the E HEAP PSA codes HM% to determine the household size) and the percent of poverty line are shown.

For example, if a client has a four member household with household annual income of \$10,000, the annual poverty line is \$11,490 and the additional amount per person is \$4,020, then the adjusted poverty level is $11,490 + (4,020 \times 3) = 23,550$. The percent of poverty line will then be $(10,000/23,550) = 42.46$ percent.

The provider must obtain a statement from the client as to how basic expenses are met for any client whose income is less than 50 percent of the Poverty Guidelines.

Household gross income must be 150 percent or below the Poverty Level in order to be "GOAH". Clients whose income is over 150 percent of the Poverty Level must be "TRNE."

If a client is missing the Household Annual Income or the number of persons living in household, they are counted in the "No Income Data" total at the report end and "****" is shown in the column where the data is missing. "****" is shown in the column where other required data is missing. The data will need to be corrected prior to submission of the report.

SAMPLE REPORT DETAIL - TO BE SUBMITTED AS THE REQUIRED HOUSEHOLD REPORT

E HEAP Enrollment and Exception Statistical Report for Period 01/01/2011 - 06/30/2011 All Providers All Locations All Programs All Cities												
PSA: 02		Annual Poverty Line: \$10,890 \$3,820 for each additional household member										
Provider Location	Client Name	Client ID	Program Status	End Enrollment	Age	HAI	Handicap Member	Child Under 5	# in House	Adjusted Poverty Line	% of Poverty Line	
20001 01	E HEAP, TEST	2001743747	GOAH	01/11/2011	66	FS	****	****	HM4	22350	> 150%	
20001 01	TESTING, MORE	2001743532	GOAH	02/01/2011	60	****	Y	****	****		NO DATA	
Count by County: 2												
County: LEON												
Provider Location	Client Name	Client ID	Program Status	End Enrollment	Age	HAI	Handicap Member	Child Under 5	# in House	Adjusted Poverty Line	% of Poverty Line	
20009 01	DOE, JJ	2001743671	GOAH	01/11/2011	98	\$14,000.00	****	****	****		NO DATA	
20009 01	E HEAP, TEST	2001743817	GOAH	05/06/2011	64	\$0.00	Y	HM5Y	HM5	26170	0.00%	
20009 01	TEST, TEST	2001743748	GOAH	01/11/2011	79	FS	****	****	****		> 150%	
20009 01	TEST, UNDER60	2001743819	TRNE	02/04/2011	***	\$13,102.00	N	HM5Y	HM3	18530	70.71%	
Count by County: 4												
County: TAYLOR												
Provider Location	Client Name	Client ID	Program Status	End Enrollment	Age	HAI	Handicap Member	Child Under 5	# in House	Adjusted Poverty Line	% of Poverty Line	
20019 01	E HEAP, TEST	2001743839	GOAH	03/17/2011	87	\$12,345.00	Y	****	HM9	41450	29.78%	
20019 01	TRNE, TESTING	2001743818	TRNE	04/05/2011	79	****	****	****	HM2	14710	NO DATA	
Count by County: 2												
Total by PSA: 8												
Report run on: 13-MAY-11 04:34 PM												
Page 1 of 2												
Report run by: CIRTSADMIN												



EHEAP Enrollment and Exception Statistical Report
 for Period 01/01/2011 - 06/30/2011
 All Providers
 All Locations
 All Programs
 All Cities

PSA: 02 Annual Poverty Line: \$10,890 \$3,820 for each additional household member																
Assisted Household Report		BAY	CALHO	FRANK	GADSD	GULF	HOLME	JACKS	JEFFER	LEON	LIBERT	MADIS	TAYLO	WAKUL	WASHI	TOTAL
1. # of Household Assisted	2	0	0	0	0	0	0	0	3	0	0	1	0	0	0	6
2. Households Assisted With Gross Income:																
A. Under 75% Poverty:	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	2
B. 75% - 100% Poverty:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C. 100% - 125% Poverty:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
D. 125% - 150% Poverty:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E. Over 150% Poverty:	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	2
F. No Income Data Avail. or Not Enough Info. :	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	2
3. Households with at least One member:																
A. 60 Years or older	2	0	0	0	0	0	0	0	3	0	0	1	0	0	0	6
B. Disabled	1	0	0	0	0	0	0	0	1	0	0	1	0	0	0	3
C. Age 5 years or under	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	2
D. Under 60 Years Old	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4. Undup. Households Assisted	2	0	0	0	0	0	0	0	3	0	0	1	0	0	0	6
Applicant Household Report																
# of Applicant Households:	2	0	0	0	0	0	0	0	4	0	0	2	0	0	0	8
A. Under 75% Poverty:	0	0	0	0	0	0	0	0	2	0	0	1	0	0	0	3
B. 75% - 100% Poverty:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C. 100% - 125% Poverty:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
D. 125% - 150% Poverty:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E. Over 150% Poverty:	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	2
F. No Income Data Avail. or Not Enough Info. :	1	0	0	0	0	0	0	0	1	0	0	1	0	0	0	3

Report run on: 13-MAY-11 04:34 PM

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Report run by: CIRTSADMIN

The report's last page summarizes the client information by county using the provider location county served (not the client's home address). It is the AAA's responsibility to ensure clients in all counties in the PSA receive EHEAP assistance.

Assisted Household Report, "2.E. Over 150% Poverty" row: With the elimination of automatic eligibility, this number should be zero. If there are numbers in this row, refer to the detailed report to correct the data prior to submission of the report.

Assisted Household Report, "2.F. No Income Data Available or Not Enough Info." row: If there are numbers in this row, refer to the detailed report to see which client(s) is missing data. The data will need to be corrected prior to submission of the report.

Assisted Household Report, Households with at least one member, "3.D. Under 60 Years Old" row: If there are numbers in this row, refer to the detailed report to see which client(s) is under 60. The data will need to be corrected prior to submission of the report.

If EHEAP and EHEAW are being reported for the same period, run the report twice, once for each program, and both submit to DOEA.