



RICK SCOTT
GOVERNOR

CHARLES T. CORLEY
SECRETARY

MEMORANDUM

NOTICE #: 040114-1-I-SWCBS

TO: Area Agencies on Aging (AAAs) Executive Directors

FROM: Charles T. Corley, Secretary

DATE: April 1, 2014

SUBJECT: Notice of Instruction: Communications Regarding the Client Information and Registration Tracking System (CIRTS) Comments and Suggestions

The purpose of this Notice is to notify the AAAs that an email address has been created for receiving comments, suggestions, and issues regarding CIRTS in an effort to streamline the process of collecting this valuable information. Suggestions for changes needed in CIRTS, procedures, codes, or other system related issues should be directed to the email address below in order for the email to be appropriately routed to Department staff.

CIRTSComments@elderaffairs.org

Please note that this email address will replace contacting Department staff directly for these types of issues. Thank you for your cooperation.

CTC/jm

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