



RICK SCOTT
GOVERNOR

CHARLES T. CORLEY
SECRETARY

MEMORANDUM

NOTICE #: 100114-1-I-SWCBS

Date: October 1, 2014

To: Area Agencies on Aging (AAAs)
Executive Directors

From: Charles T. Corley, Secretary

SUBJECT: Notice of Instruction: Reporting RELIEF Program
Direct Service Hours

The purpose of this Notice is to provide guidance to AAAs providing RELIEF services in Planning and Service Areas (PSAs) 1, 4, 7, 8, 9, 10, and 11 regarding the following new CIRTS reporting requirements:

- All RELIEF clients will be enrolled in CIRTS based on demographics including the following information: Social Security number, owner ID, county of service, first name, last name, date of birth, and home address including the following: street address, ZIP code, city, and state.
- RELIEF clients may be eligible for dual enrollment in other programs with the exception of the Medicaid Long-Term Care Program. Clients enrolled in other programs will also need to be enrolled in CIRTS under the RELIEF Program.
- Direct service hours will be reported by client aggregately each month using CIRTS code RELF.
- Any RELIEF clients enrolled in CIRTS will be required to be terminated within the system if services have been terminated using the following CIRTS codes:
 1. Termination by Client (TRBC)
 2. Terminated Client Died (TRCD)
 3. Terminated Active – Moved to Managed Long-Term Care (TRML)
 4. Terminated Client Placed NH (TRNH)

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- Volunteer training hours will not be reported in CIRTS. The Monthly Service Record will capture all volunteer service type hours (evening, weekend, other, and training).
- AAAs will provide CIRTS access and training to program providers regarding reporting RELIEF services.
- In accordance with the Department of Elder Affairs NOTICE # 040114-1-I-SWCBS, AAAs should direct all questions, comments, suggestions, and issues regarding CIRTS to the established CIRTS email address:
CIRTSComments@elderaffairs.org.

Thank you for your cooperation.