



RICK SCOTT
GOVERNOR

CHARLES T. CORLEY
SECRETARY

MEMORANDUM

TO: AAA Executive Directors **Notice #:** **121012-1-I-MIS**

FROM: Charles T. Corley, Secretary

DATE: December 7, 2012

SUBJECT: Archiving of CIRTS Data

The Client Information & Referral Tracking System (CIRTS) database has data dating back to the late 1980s. In order to improve performance, the Department will be removing CIRTS data older than 2006 from the online system (both screens and reports). No client data, which can be used to determine death status, will be removed so that service eligibility can be monitored. Open Comprehensive Assessments and Review for Long Term Care Services (CARES) cases and open enrollments records will not be deleted.

After this year, this process will be repeated each January so that CIRTS will consistently have seven years of active data.

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