



Notice of Instruction

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Notice of Instruction Number: #120117 Client Information Registration and Tracking System (CIRTS) Veteran Indicator

TO: All PSA 6 Provider Agencies

FROM: Martha Caron, Senior Contract Manager

DATE: December 1, 2017

SUBJECT: Notice of Instruction: Client Information Registration and Tracking System (CIRTS) Veteran Indicator

The purpose of this Notice is to inform all PSA 6 contracted providers of the new veteran indicator fields that have been added to CIRTS. These fields are available for use with the receipt of this Notice.

The new veteran indicator fields are located on the Client Information/Demographics screen above the address block. (See the attached CIRTS screen shot.) The question, “Are you a veteran?” includes a dropdown box with the choices, “yes,” “no,” or “decline to answer.” If this question is answered, “yes,” then the second field, “Referral Made” will be enabled.

Completion of the new fields is *optional for existing clients*. However, the new fields must be completed for new clients. All staff completing client assessment forms 701S, 701B, 701A, and 701C must complete the veteran indicator fields for new clients. This requirement includes all EHEAP providers.

Thank you for your assistance in implementing these new CIRTS fields. If you have questions, please contact your contract manager.

Attachment:

CIRTS Demographics Screen #1 - Veteran Indicator Fields