



Notice of Instruction

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Notice of Instruction Number 111918: Copy Forward Function in Client Information and Registration Tracking System (CIRTS)

TO: All PSA 6 Providers Entering 701 Assessments in CIRTS

FROM: Abbie Walters, Senior Contract Manager

DATE: November 19, 2018

SUBJECT: Notice of Instruction #111918: Copy Forward Function in CIRTS

This Notice of Instruction provides instructions about a new feature in CIRTS to service providers completing and entering 701 assessments. The Department of Elder Affairs (Department) has made modifications to CIRTS to allow service providers and AAAs to copy forward information from previous screenings and assessments into a new entry. Performance measures were factored into the copy forward rules. This feature will be effective statewide December 3, 2018 for 701-A, 701-B, 701-C and 701-S tools.

The assessment to be copied:

- Can be no older than 14 months;
- Can be from any PSA statewide;
- Can be a CARES assessment; and
- Will be the later of the latest 701-B or the latest of its type.

The following fields will not copy forward:

- All text box/note fields;
- Assessment date;
- Referral date;
- Referral source;
- Level of Adult Protective Services risk;

- Transitioning out of a facility;
- Imminent risk;
- Reassessment checkbox;
- Date requested; and
- Purpose of assessment.

The Department expects all screeners and assessors to ask all questions on the tools and update answers if there are changes. Senior Connection Center will monitor service providers as this feature is implemented and utilized, to ensure they are asking all the questions and updating the information to reflect new information.

The Department modified CIRTS to ease the burden placed on service providers and AAAs. This feature may be frozen if the Department determines it is in the best interest of the overall programs using the 701 tools.

If you have any questions, please contact your contract manager.