

Notice of Instruction

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West Central Florida
Area Agency on Aging, Inc.



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Notice of Instruction Number: 051707-Nutrition Education-KP

TO: All Nutrition Providers
FROM: Katie Parkinson, Senior Program Manager (Extension 225)
DATE: May 17, 2007
SUBJECT: Recordkeeping and CIRTS Reporting for Title IIIC Nutrition Education
cc: Program Managers

The purpose of this notice is to provide clarification regarding documenting and reporting nutrition education in the Client Information Registration Tracking System (CIRTS). The goal is to comply with the reporting requirements for Title III of the Older Americans Act (OAA).

Nutrition education is defined as "a program to promote better health by providing accurate and culturally sensitive nutrition, physical fitness or health (as it relates to nutrition) information and instruction to participants, caregivers or participants and caregivers in a group or individual setting overseen by a dietitian or individual with comparable expertise."

Currently nutrition education is reported as an episode regardless of the number of persons educated. However, the OAA requirements indicate nutrition education should be documented as one session per participant. Thus, for monthly aggregate reporting in the CIRTS, each participant is reported as one unit of service. For example: If twelve people attend one class, the number twelve should be entered into CIRTS.

For record-keeping purposes, each nutrition service provider shall maintain written documentation of nutrition education, for monitoring purposes, that includes the date of the presentation, name and title of presenter, a copy of the lesson plan or curriculum, and the number of persons in attendance. A participant sign-in attendance sheet is the documentation recommended for verifying the number of persons attending. The documentation requirement for materials delivered to homebound participants shall include the date of distribution, a copy of distributed material, and the number of participants receiving the information.

Please implement per participant CIRTS reporting beginning July 1, 2007. Also, to assist with reconciling the OAA 2005 –2006 report year and the time period, October 2006 – June 2007, Providers need to manually count participant numbers based upon documentation of nutrition education. Please provide your program manager participant numbers for October 2005 – September 2006 no later than May 30, 2007, and participant numbers for October 2006 – June 2007 no later than July 3, 2007.

Should you have questions, please contact your program manager. We greatly appreciate your attention to this matter.

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