

# Notice of Instruction

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West Central Florida  
Area Agency on Aging, Inc.



*Assistance. Advocacy. Answers on Aging.*

**Notice of Instruction Number: 052107-MW CIRTSS Enrollment and Budget Allocation**

**TO:** All Lead Agency Providers

**FROM:** Katie Parkinson, Senior Program Manager (Extension 225)

**DATE:** May 21, 2007

**SUBJECT:** ADA and ALE Medicaid Waiver CIRTSS Enrollment and Budget Allocations

**cc:** Program Managers

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In preparation for the new fiscal year, the department will be relying on Client Information and Registration Tracking System (CIRTSS) enrollment data to identify the need for services in the Aged and Disabled Adult (ADA) Medicaid Waiver and the Assisted Living for the Frail Elderly (ALE) Medicaid Waiver. As a result, we are requesting that by Friday, May 25, 2007, your CIRTSS enrollment data for the ADA and the ALE waivers be reviewed and updated as necessary. Toward this end, please ensure the following:

- All individuals who have their CIRTSS Enrollment Screen program status code set to "APCL" are still waiting for services. If they are not still waiting for services their program status code should be modified as appropriate.
- All individuals who have their CIRTSS Enrollment Screen program status code set to "APPL" are still going through the eligibility process. If they are not still going through the eligibility process their program status code should be modified as appropriate.
- All individuals who have their CIRTSS Enrollment Screen program status code set to "ACTV" are still enrolled in the applicable waiver. If they are not still enrolled, their program status code should be modified as appropriate.

To assist you in managing your CIRTSS enrollment data, an overview of the program status codes and a list of the program status codes are provided as an attachment.

Should you require additional information, please contact your Medicaid Waiver Specialist.

Thank you for your continued commitment and efforts on behalf of Florida's senior population.

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