

Notice of Instruction

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West Central Florida
Area Agency on Aging, Inc.



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Notice of Instruction Number: #110907-Reimbursement for APS Services - KP

TO: All Lead Agencies/PSA 6
FROM: Katie Parkinson, Senior Program Manager (Extension 225)
DATE: November 9, 2007
SUBJECT: Ensuring Adult Protective Service Referrals/Services are properly entered into CIRTS
cc: Program Managers

This Notice of Instruction is to provide notification of additional funding available statewide. Specifically, \$1,000,000 is being provided from non-recurring tobacco settlement funds for "critical services to frail, homebound elders to help them remain in their homes and in the community." These funds will be used to serve Adult Protective Services (APS) "high-risk" referrals referred on or after July 1, 2007.

CIRTS Entries Required For Reimbursement

Reimbursement is contingent upon the following information entered in CIRTS for each APS high-risk referral:

- The client assessment must have the referral source set to "abuse/neglect," the risk level set to "High" and the referral date set appropriately;
- CCE services provided (up to 60 days following the referral) must be documented in the "Received Services by Clients" or the "Received Services-Individual SSN" screen. For the 72-hour period following the referral, units of service must be entered using the date-specific method.

A screen shot of the Received Services by Clients screen is shown below and must be **current and accurate** to ensure all funds are able to be drawn down.

Received Services by Clients Screen

The Received Services screen or the Received Services-Individual SSN screen is used to capture the CCE services provided. The Received Services by Clients screen is shown below:

