

Notice of Instruction

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West Central Florida
Area Agency on Aging, Inc.



Assistance. Advocacy. Answers on Aging.

Notice of Instruction Number: # 022808–OAA III-C NUCOI Code/Report – DH

TO: All OAA Title III - C Providers

FROM: Debbie Hofer, Program Manager II, 813-676-5585

DATE: February 28, 2008

SUBJECT: Nutrition Counseling Refusal Code
New Discoverer Reports

cc: Maureen Kelly, Gloria Schuyler, Katie Parkinson

To meet the WCFAAA's nutrition counseling requirements, meal providers must be able to identify and track high-risk nutrition clients. The purpose of this Notice of Instruction is to implement, effective immediately, a CIRTS Nutrition Counseling code for clients who have refused Nutrition Counseling. In addition, WCFAAA has developed a Discover workbook of Nutrition Counseling Service Reports.

CIRTS NUTRITION COUNSELING REFUSED CODE

Enter the code REFUS into the PSA Code table named NUCOI, when a client refuses the opportunity to receive nutrition counseling services.

NUTRITION COUNSELING DISCOVER REPORTS

WCFAAA has developed several new reports in Discoverer Viewer to assist you to better identify high-risk clients and manage the Nutrition Counseling process.

Discover Report Name: SRVDnucoi
Description: Nutrition Counseling for Active NUCOI Clients

Worksheet 1: Active O3C1/O3C2 Clients Served NUCOI during Period
Worksheet 2: Active O3C1/O3C2 Clients with NUCOI/REFUS PSA Code
Worksheet 3: Active O3C1/O3C2 Clients with Neither of the Above

- **Worksheet 1: Active O3C1/O3C2 Clients Served NUCOI during Period**

This worksheet will provide you with a list of active O3C1 or O3C2 clients who have already received a Nutrition Counseling services.

- **Worksheet 2: Active O3C1/O3C2 Clients with NUCOI/REFUS PSA Code**

The second worksheet provides a listing of active O3C1 and O3C2 clients who have refused the nutrition counseling services (NUCOI/REFUS code).

- **Worksheet 3: Active O3C1/O3C2 Clients with Neither of the Above**

This worksheet provides a listing of active O3 C1& O3C2 clients for whom neither a nutrition counseling service record nor refusal code has been entered in CIRTS.

To ensure a complete record for the 2008 OAA Contract Year, please enter the NUCOI service unit or NUCOI/REFUS refusal code for each client served or who have refused the counseling service since January 1, 2008. The deadline to complete this update is March 8.

Should you have any questions, please contact your program manager.

Thank you for your assistance and cooperation in this matter.