

Notice of Instruction

5905 Breckenridge Parkway, Suite F
Tampa, Florida 33610
(813) 740-3888
(800) 336-2226 (FL)
Fax (813) 623-1342

West Central Florida
Area Agency on Aging, Inc.



Assistance. Advocacy. Answers on Aging.

Notice of Instruction Number:

#031708-Updating CIRTIS Enrollment Due to Death-KP

TO: All Lead Agencies/PSA 6
Meals on Wheels Plus of Manatee, Inc.

FROM: Katie Parkinson, Senior Program Manager (Extension 5574)

DATE: March 17, 2008

SUBJECT: Updating CIRTIS Enrollment Due to Death

cc: Program Managers, Medicaid Waiver Specialists

The purpose of this Notice is to address maintenance and integrity of client data in the Client Registration and Tracking (CIRTIS) database. In response to audit findings by the Auditor General of the State of Florida and as a quality assurance measure, the West Central Florida Area Agency on Aging (WCFAAA) has established procedures to obtain death certificate data from the Department of Elder Affairs every quarter to compare with CIRTIS client enrollment and services reported data.

In accordance with the requirements of the Management Information Systems (MIS) section of the master agreement, providers must review client data and ensure the following conditions are corrected:

- Deceased clients are listed on the wait lists.
- Deceased clients have active program enrollments.
- Deceased clients have services reported after the date of death.
- Deceased clients have assessments performed after the date of death.
- Date of death is not indicated in CIRTIS.

The West Central Florida Area Agency on Aging (WCFAAA) will receive the death certificate data each quarter and load it into an Excel spreadsheet. WCFAAA staff will electronically provide the report to each provider once per quarter. The provider will be required to distribute the reports to staff and coordinate with them to end active enrollments and wait list spans. Following the reconciliation of CIRTIS, the provider will attach the updated Excel report and submit verification to their program managers that all appropriate corrections were taken to bring up to date CIRTIS. The report will be due back to the WCFAAA Program Manager within 15 days of receipt of request for action.

Performance in this activity will be monitored quarterly by sampling. The timeliness and appropriateness of the changes made to records for deceased clients will be reviewed. If you have any questions about this Notice, please contact your program manager.

Attachment-
Quarterly Death Certificate Data Report

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