Appendix C

Enterprise Client Information and Registration Tracking System (eCIRTS)

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Appendix C: Client Information and Registration Tracking System (eCIRTS)

Section I: Programs Required to use eCIRTS

- **OAA**: Refer to specific legal authority cited in Chapters 3, 4, 5, 6, 7 & 8
- **CCE:** Refer to specific legal authority cited in Chapter 9
- **ADI:** Refer to specific legal authority cited in Chapter 10
- **LSP**: General Appropriations Act, State of Florida
- **HCE**: Refer to specific legal authority cited in Chapter 11
- **RELIEF**: Refer to specific legal authority cited in Chapter 12

Section II: Reporting Requirements

A. Program enrollment information must be entered on all clients receiving case management or OAA and LSP Registered Services, all individuals receiving services through OAA Title IIIE, and LSP and OA3B clients receiving transportation services. Additionally, effective January 1, 2018, congregate and home-delivered meal services provided through LSP and C1 or C2 must be reported using the Monthly Aggregate Reporting by Client method. The following individuals must be enrolled in eCIRTS:

- Clients enrolled in General Revenue Programs (ADI, CCE, HCE and LSP)
- OAA Title IIIE clients
- OAA IIIB clients receiving Registered Services, and transportation
- OAA IIIC1, C2, clients receiving meals, nutrition screening, and nutrition education, and guests of clients
- Guests under age 60 must be enrolled with the eligibility code, UN60.
- OAA IIID clients
- Statewide Medicaid Managed Care Long-Term Care (SMMC LTC) clients
- RELIEF clients

Unless otherwise specified in contract, AAAs are responsible for establishing timeframes for CIRTS data entry which are as close to real-time as possible. **AAAs and providers are responsible for ensuring CIRTS data accuracy.** The Department may periodically require the AAAs to execute data clean-up efforts within eCIRTS. AAAs are expected to complete these and any other related data maintenance activities within the timeframe provided.

B. Assessment information must be entered in accordance with the Assessment Instructions (DOEA 701D).

C. Program/Service Codes are found in Appendix A-Service Descriptions and Standards.

D. Program enrollment information can be found in Appendix A Service Descriptions and Standards and also the eCIRTS Training manual. eCIRTS Learning - DOEA (elderaffairs.org) (https://elderaffairs.org/ecirts-learning/)

Section III: Election Completion of Client Assessment in eCIRTS

A. Assessments must be complete in eCIRTS. Please refer to the eCIRTS Training manual for additional questions. eCIRTS Learning - DOEA (elderaffairs.org) (https://elderaffairs.org/ecirts-learning/)