



**North Carolina Department of Health and Human Services  
Division of Aging and Adult Services**

2101 Mail Service Center • Raleigh, North Carolina 27699-2101  
Tel 919 733-3983 • Fax No. 919 733-0443

Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

Dennis W. Streets  
Director

**MEMORANDUM**

**To:** Area Agency on Aging Directors  
**From:** Shannon Crane, Adult Day Services Consultant  
**Date:** March 3, 2006  
**Re:** Adult Day Care Unit of Service Definition

Thanks to those of you who responded to my email in early February regarding the HCCBG reimbursable service unit definition. This memo is to clarify our interpretation of this issue and provide guidelines for the future.

As a recap, Partners in Caregiving recommended the HCCBG reimbursable unit be changed to "a day". However, in the HCCBG manual, the unit of service for adult day care and adult day health care is already defined as "1 day." The confusion has been the parenthesis after this definition, which references a 6-hour minimum. The Division does not interpret this reference as a definition of a unit of service, but rather as the operational definition for the minimum number of hours, an adult day program must be open. We interpret the parenthesis part of this definition as an operational definition for day service programs [must be open a minimum of 6 hours], not as the definition of what constitutes one day for a specific participant. This reference is not intended to imply any requirement on the number of hours a participant must attend a program.

We certainly do not want to encourage participants to attend less than six hours per day; however, should an eligible client request service for less than this time, please use the following guideline for future reimbursement. In order to conserve funding and stretch HCCBG adult day care dollars, if a participant attends a program less than four hours, you may combine two days to make up one unit of service. For participants attending four hours or more, consider that day a full unit of service.

If you have any questions regarding this policy, please feel free to call me at 919-733-0440 ext. 210.