



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

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July 30, 2007

**DEAR COUNTY DIRECTOR OF SOCIAL SERVICES  
DEAR LOCAL MANAGEMENT ENTITY DIRECTOR**

**ATTENTION: Adult Services Supervisors  
Social Services Security Officers  
Local Management Entity Security Officers**

**SUBJECT: Midyear DHHS Blanket Bond Reconciliation and Collection of  
Demographic Information**

**Midyear Reconciliation**

The Adult Services Section of the Division of Aging and Adult Services (DAAS) is preparing for the midyear reconciliation of the Department of Health and Human Services (DHHS) Blanket Bond for Disinterested Public Agent Guardians. This reconciliation is part of the Division's responsibility in managing the DHHS Blanket Bond.

North Carolina General Statute 35A-1239 requires bond coverage for all disinterested public agents appointed to serve as guardians, whether they are appointed to serve as guardian of the person, estate or general guardian. Therefore, it is important that the Division's records be kept current to maintain valid coverage for each ward registered in the DHHS Blanket Bond system.

**Obtaining Your "Wards by Agency Report" Online**

Instead of receiving a hard copy of the "Wards by Agency Report" from the Division, your agency, with the assistance of your security officer, can now produce your own "Wards by Agency Report" from the DHHS Client Services Data Warehouse (CSDW).

Services staff should meet with the agency security officer to establish a collaborative plan for accessing the report. All social services and local management entity security officers have been granted access to the CSDW, which is found at the following website:

<https://www.dw.dhhs.state.nc.us/wi/>. The "Wards by Agency Report" may be obtained by doing the following:

1. Click on “*Corporate Documents*” on the left hand side of the screen.
2. Go to “*Categories*” drop down list in upper left of page and highlight “*Guardianship*”.
3. Click on “*Active – Wards by Agency Report*”.
4. You will be asked to respond to the following prompts:  
  
“*Agency Type Equal to*” – you must highlight your agency type.  
  
“*Report Month Equal to*” – click on “*Refresh List*” and use the drop down list to obtain the most current date.
5. After highlighting the appropriate entries, click on “*Run Query*” and your “*Wards by Agency Report*” will appear.
6. Print out a copy of the report.

Security officers needing additional assistance with the CSDW system can contact [csdwsupport@ncmail.net](mailto:csdwsupport@ncmail.net), or call (919) 855-3200 and choose Option 2.

### **Making Changes and Updates to Your List of Wards**

When you obtain a hard copy of the “*Wards by Agency Report*”, please review the entries for accuracy, with particular attention paid to the following:

- Wards for whom you are no longer responsible and whose names should be deleted from your list.
- Wards for whom you are responsible but whose names are not on the list.
- Wards’ dates of birth.
- The estate and bond coverage amount listed for each ward.
- The name and position of the public agent guardian.
- Date of guardianship appointment.

### **Demographic Information Needed**

If you have not previously submitted a DHHS-7016 with completed demographic information for each of your wards, please do so during this midyear reconciliation.

The demographic information your agency provides assists the Division in determining what public agent guardianship looks like throughout the state.

Any changes and/or updates to your agency's list of wards should be submitted in hard copy on a DHHS-7016 (rev. 1/04) form. A copy of the form may be obtained at <http://info.dhhs.state.nc.us/olm/manuals/doa/g/man/dhhs7016.pdf>.

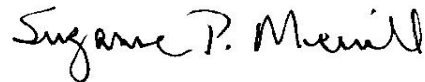
All DHHS-7016 forms containing necessary changes and/or updates to your list of wards should be mailed to:

Kate Walton, Guardianship Program Consultant  
Division of Aging and Adult Services  
Adult Services Section  
2101 Mail Service Center  
Raleigh, NC 27699-2101

**PLEASE SUBMIT YOUR DHHS-7016 FORMS BY AUGUST 31, 2007.**

If you have questions or need additional information, please contact Ms. Walton at (919) 733-3818. County departments of social services may contact their Adult Programs Representatives.

Sincerely,



Suzanne P. Merrill, Chief  
Adult Services Section

SPM:ksw

AFS-05-2007