



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

2101 Mail Service Center • Raleigh, North Carolina 27699-2101  
Tel 919 733-3818 • Fax No. 919 715-0023

Beverly Eaves Perdue, Governor  
Lanier M. Cansler, Secretary

Dennis W. Streets, Director  
919-733-3983

August 2, 2011

**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**

**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 for 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 DAAS'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**

With the assistance of your security officer, you can obtain your "*Wards by Agency Report*" directly from the DHHS Client Services Data Warehouse (CSDW).

Services staff should meet with their agency's security officer to establish a collaborative plan for accessing the report. All social services and local management entity security officers already have access to the CSDW, which is found at <http://www.csdw.dhhs.state.nc.us/>. This website address takes you to "Client Services Data Warehouse Query Tool Using Business Objects XI R2." The "*Wards by Agency Report*" may be acquired by doing the following:

1. Click on "+" beside "*Public Folders*" on the left hand side of the screen.

2. Click on “+” beside “*DHHS Main Document*” on the left side of the screen.
3. Click on “+” beside “*DAAS*” on the left side of the screen.
4. Click on the folder beside “*Guardianship*” on the left side of the screen.
5. Click on “*Active – Wards by Agency Report.*”
6. You must respond to the following prompts:
  - “*Agency Type Equal to:*” – Highlight this prompt, then go to the lower right “*Agency Type Equal to:*” box. One by one, delete each unwanted agency type by highlighting it and clicking on the “*Remove Selected Value(s)*” button. This is the bottom double-arrow button to the left of the text box. When you have removed all unwanted agency types, only your agency type will appear in the highlighted “*Agency Type Equal to:*” prompt.
  - “*Report Month Equal to:*” – Highlight this prompt. Click on the “*Refresh Values*” button. Scroll down to the most recent date in the text box (should be 201106) and highlight it. Click on the “*Add From List of Values*” button. This is the top double-arrow button to the right of the text box. The report month you selected will then appear in the “*Report Month Equal to:*” box.
7. When you have the appropriate entries in the prompts, click on “*Run Query*” and your “*Wards by Agency Report*” will appear.
8. Print out a copy of the report.

Security officers who need additional assistance with the CSDW system can contact [csdwsupport@dhhs.nc.gov](mailto:csdwsupport@dhhs.nc.gov), 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.
- Date of the guardianship appointment.
- Estate and bond coverage amounts listed for each ward.
- Date of birth for each ward.
- Name and title of the public agent guardian.

Dear County Director of Social Services  
Re: Midyear Reconciliation DSS and LME  
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If a DAAS-7016 was submitted in July 2011, please do not resubmit a new form. The information will be updated with the mid-year reconciliation. If you need to add/delete a ward, or make any changes and/or updates to your agency's bond list, you must submit the information on a DAAS-7016 form. A copy of the interactive form may be accessed at <http://info.dhhs.state.nc.us/olm/forms/doa/DAAS-7016.pdf>.

In addition to the wards being covered by DHHS Blanket Bond, we are also requesting that you complete the DAAS-7016 for wards who are covered by a private bond. Wards who are covered by a private bond are not included in the report submitted to the insurance carrier, but accurate data is essential when responding to the legislators about the DHHS public agent guardianship program. It is important that we maintain an accurate account of all active wards with public agent guardians. Please write "Private Bond" on Line 14 when completing the DHHS-7016.

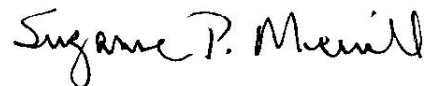
All DHHS-7016 forms containing new information should be forwarded by fax at 919-715-0023 or mailed to:

Michelle Wilder-Baker, Guardianship Program Consultant  
Division of Aging and Adult Services  
Adult Services Section  
2101 Mail Service Center  
Raleigh, NC 27699-2101

**PLEASE SUBMIT YOUR DAAS-7016 FORMS BY AUGUST 30, 2011.**

If you have questions or need additional information, please contact Mrs. Wilder-Baker at (919) 733-3818. County departments of social services may contact their Adult Programs Representatives at <http://www.ncdhhs.gov/aging/adultsvcs/aprlist.htm>

Sincerely,



Suzanne P. Merrill, Chief  
Adult Services Section

SPM/mwb

AFS-06-2011

Attachments