



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

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Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Dennis W. Streets, Director
(919) 733-3983

September 30, 2011

Dear County Director of Social Services

Attention: Adult Services Supervisors and Program Managers

Subject: Data Collection and Documentation Tools for the Adult Care Home Resident Discharge Team

As explained in the [Dear Director letter](#) dated August 30, 2011, issued by the Division of Aging and Adult Services and the Division of Mental Health, Developmental Disabilities and Substance Abuse Services, the department of social services (DSS) in a county with an adult care home licensed under Chapter 131 of the NC General Statutes has the responsibility to establish an Adult Care Home Resident Discharge Team (ACHRDT) in accordance with Session Law 2011-272 (House Bill 677).

Establishment of the ACHRDT is a new requirement for the county departments of social services and local management entities. It will be important for the ACHRDT to collect accurate data as this process moves forward. Below are two documents that will assist DSSs in collecting this information.

The ACHRDT will be asked to maintain a Referral Log that has information such as facility name and contact, resident/consumer's name and legal representative (if applicable) and discharge reason. http://www.ncdhhs.gov/aging/adultsvcs/referral_log.xls

The ACHRDT will be asked to maintain a Meeting Log that includes information such as attendees, discharge/transfer destination, and service referrals. <http://www.ncdhhs.gov/aging/adultsvcs/meetinglog.xls>

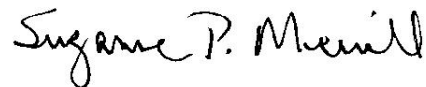
The Referral and Meeting Logs are in Excel format. The instruction page is included with each log as a separate tab. In order to save data entered into the log it is necessary to "Save As" and rename the document. The ACHRDT may choose to complete more detailed records in addition to the Referral and Meeting Logs. A suggested [documentation form](#) is available for DSSs to utilize.

Dear County Director of Social Services
September 30, 2011
Page 2

The Division of Aging and Adult Services will collect and compile this data statewide from all the ACHRDTs to provide consultation for the implementation and continued utilization of the teams and to identify areas that may need modification.

Questions regarding ACHRDT data collection and documentation tools can be directed to Charles Williams at (919) 733-3818 or charles.williams@dhhs.nc.gov

Sincerely,

A handwritten signature in black ink that reads "Suzanne P. Merrill". The signature is written in a cursive style with a large initial 'S'.

Suzanne P. Merrill, Chief
Adult Services Section

SPM:cw

AFS-09-2011