



North Carolina Department of Health and Human Services

Division of Aging and Adult Services

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Beverly Eaves Perdue, Governor
Albert A. Delia, Acting Secretary

Dennis W. Streets, Director
919-855-3400

October 8, 2012

Dear Corporate Guardians

ATTENTION: Corporation Staff

SUBJECT: Updated DAAS-7016A

Corporate Guardians contracting with Division of Aging and Adult Services for guardianship services are required to submit demographic data for all wards served under the DAAS contract. The tool used to submit this information is the DAAS-7016A Notification of Appointment of Corporate Guardian. The form has been updated. An updated copy is available at <http://info.dhhs.state.nc.us/olm/forms/doa/DAAS-7016a.xls>.

Updates to the DAAS-7016A include:

- Section A.3 and A.5- Enter - mm/dd/yyyy
- Section A.6 and A.7- Added drop down box for Race and Gender
- Section A.11-Added Medicaid County
- Section B.1, B.2 and B.3- Enter-mm/dd/yyyy
- Section C.2 –Enter - mm/dd/yyyy

The DAAS is required to compile accurate data regarding wards served by contracted corporations. The DAAS-7016A will be the tool used for data collection. Please discard or discontinue using any previous DAAS-7016A.

A copy of the form can be submitted by mail, email, or fax. Please see the tab for instructions. If you have any questions about the DAAS-7016A, please contact Evelyn Pitchford, Guardianship Consultant at 919-855-3469 evelyn.pitchford@dhhs.nc.gov or Michelle Wilder-Baker, APS and Guardianship Coordinator at 919-855-3464 michelle.wilder@dhhs.nc.gov.

Sincerely,

A handwritten signature in cursive script that reads "Suzanne P. Merrill".

Suzanne P. Merrill, Chief
Adult Services Section

SPM/emp

AFS-15-2012