



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor

MANDY COHEN, MD, MPH • Secretary

JOYCE MASSEY-SMITH, MPA •
Director, Division of Aging and Adult Services

December 3, 2018

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

**ATTENTION: ADULT SERVICES SUPERVISORS AND PROGRAM MANAGERS
Social Services Security Officers**

SUBJECT: 2018 End-of-Year DHHS Blanket Bond Reconciliation

The Adult Services Section of the Division of Aging and Adult Services (DAAS) is responsible for management of the Department of Health and Human Services (DHHS) Blanket Bond for Disinterested Public Agent Guardians. As part of this responsibility, we are preparing for the 2018 annual accounting with the insurance carrier. This accounting requires that accurate information be submitted to the insurance carrier regarding the names of all wards represented by public agent guardians and the amount of each ward's bond. It is important that our records be kept up-to-date to maintain valid coverage for each ward registered in the DHHS Blanket Bond system. In addition, the amount of the premium paid by DHHS for the total bond is based on the aggregate amount of bond for each ward. You are responsible for notifying DAAS of any changes in the status of each ward throughout the year.

Instructions for Obtaining “Wards by Agency Report”

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 the agency security officer to establish a collaborative plan for accessing the report. All social services security officers already have access to the CSDW, which is found at the following website: <http://csdwportal.dhhs.state.nc.us/csdwlogin/>.

The “Wards by Agency Report” may be obtained by doing the following:

1. Log into: <http://csdwportal.dhhs.state.nc.us/csdwlogin/>.
2. Click: Documents
3. Click: Folders (Bottom left hand corner of screen)
4. Click: “+” beside “*Public Folders*” on the left side of the screen
5. Click: “+” beside “DHHS Main Document” on the left side of the screen
6. Click: “+” beside “DAAS” on the left side of the screen”
7. Click: Folder beside “Guardianship” on the left side of the screen
8. Click: “Active-Wards by Agency Report”
9. You must respond to the following prompts:

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF AGING AND ADULT SERVICES

LOCATION: 693 Palmer Drive, Taylor Hall, Raleigh, NC 27603
MAILING ADDRESS: 2101 Mail Service Center, Raleigh, NC 27699-2101
www.ncdhhs.gov • TEL: 919-855-3400 • FAX: 919-733-0443

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

“Agency Type Equal to:”– Highlight this prompt

“Agency Type Equal to” text box. One by one, delete each unwanted agency type by highlighting it and clicking on the “Remove Selected Value(s)” button. This appears as the less than arrow to the left of the text box. When you have removed all unwanted “agency type” only agency (DSS) will appear in the highlighted “Agency Type Equal to:” prompt.

“Report Month Equal to:”-Highlighting this prompt. Click on the “Refresh Values” button.

Scroll down to the most recent date in the text box (should be 201811) and highlight it.

Click on the “Add from list of Values” button. The report month you selected will then appear in the “Report Month Equal to:” prompt.

10. When you have the appropriate entries in the prompts, click on “OK”

and your “Wards by Agency Report” will appear.

11. Print out a copy of the report.

Security officers who need additional assistance with the new CSDW system can contact csdwsupport@ncmail.net, or call (919) 855-3200 and choose Option 2.

Making Changes and Updates to Your List of Wards

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

Wards you are no longer responsible for and whose names should be deleted from your list.

Wards you are responsible for but whose names are **not on the list**.

Date of the guardianship appointment.

Estate and bond coverage amounts listed for each ward.

Wards’ dates of birth.

Name and title of the public agent guardian. If guardian name is the only change it is not necessary to submit a 7016. Please send an e-mail to evelyn.pitchford@dhhs.nc.gov stating the director’s name and title as it should appear in the database. Please include the previous director’s name.

Medicaid County (indicate if no Medicaid)

SIS ID# (11 digits)

Correct spelling of wards’ names as they appear in SIS.

Please note that North Carolina General Statute 35A-1239 requires bond coverage for all disinterested public agents appointed to serve as guardians, whether they are appointed to service as guardians of the person, estate or general guardians.

Please submit all changes and/or updates to your agency’s bond list, on the 2012 revised DAAS-7016. If there are no changes in the ward’s information, do not submit the form. A copy of the revised form may be accessed at <http://info.dhhs.state.nc.us/olm/forms/doa/DAAS-7016.xls>.

Additionally, we are requesting that you complete the DAAS-7016 for wards who are covered by a private bond. Wards that are covered by a private bond are not included in the report submitted to the insurance carrier, but 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 DAAS-7016.

2018 End-of-Year DHHS Blanket Bond Reconciliation
December 3, 2018

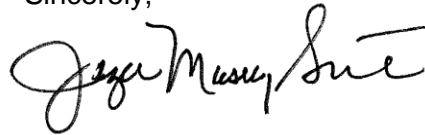
All DAAS 7016 forms containing necessary changes and/or updates to your list of wards should be mailed or faxed to:

Evelyn Pitchford, Guardianship Consultant
Division of Aging and Adult Services
Adult Services Section
2101 Mail Service Center
Raleigh, NC 27699-2101
Fax: 919-715-0023

PLEASE SUBMIT ALL CHANGES AND/OR UPDATES BY January 15, 2019.
If your list is correct and no action is needed please inform Ms. Pitchford by e-mail at the address below.

If you have questions or need additional information, please contact Evelyn Pitchford (919)855-3469 or by e-mail at Evelyn.Pitchford@dhhs.nc.gov. or questions can be addressed to the Adult Services list serve.

Sincerely,

A handwritten signature in black ink, appearing to read "Joyce Massey Smith". The signature is fluid and cursive, with the first name "Joyce" being the most prominent.

Joyce Massey Smith,
Director

JMS/ep/pg

DAAS_AS_06_2018