



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

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

July 3, 2019

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: PROGRAM MANAGERS AND ADULT SERVICES SUPERVISORS

SUBJECT: MODIFICATION OF FORM DAAS-7016

The Division of Aging and Adult Services (DAAS) has modified form **DAAS-7016 (Request for Coverage/Removal of Bond)** to restructure data collection and accurately represent individuals favorably exiting guardianship. With these changes, Client Services Data Warehouse (CSDW) reports can be produced detailing individuals exiting guardianship through transfer to family, a guardianship corporation, or a different county DSS. This will highlight the effort that county staff invested into transferring guardianship to a family member. Form **DAAS-7016** modifications are as follows:

- **Section A, Guardianship and Ward Information, (#9) Primary Incapacity-** The term *Chronic Substance Use* has been changed to *Substance Use Disorder*. The term *Developmental Disability* has been changed to *Intellectual and/or Developmental Disability*. (Changes characterize the diverse population of the guardianship program.)
- **Section B, Request for Removal from Blanket Bond Coverage, (#3) Guardianship has been transferred to-** This text-entry box was modified to a drop-down box entry with the following options: *family, guardianship corporation, or different county DSS*. (Limiting the choice, instead of leaving an open-ended text box, allows to accurately track the transfer of guardianship.)

To further clarify changes, a DAAS-7016 Form training webinar is available at: [2019-07-01 13.47 Completing the DAAS-7016 and DAAS-7016a \(Part !!\).mp4](#). Please begin using the updated DAAS-7016 Form (Revised 7-2019) immediately.

If you have questions regarding these updates you may contact the Adult Services Listserv at DAAS.AdultServices@dhhs.nc.gov.

Sincerely,

Joyce Massey-Smith
Director

JMS/KP/cw/pg

Attachment: DAAS-4016 Form
DAAS_AS_O5_2019

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

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