



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

September 30, 2019

**DEAR COUNTY DIRECTOR OF SOCIAL SERVICES**

**ATTENTION: PROGRAM MANAGERS AND ADULT SERVICES SUPERVISORS**

**SUBJECT: CREATION OF NEW SERVICE CODE 106 – ADULT GUARDIANSHIP CONTACTS**

In order to more accurately represent the provision of services and Social Worker time spent in the Guardianship program area of Adult Services, the Division of Aging and Adult Services (DAAS) has created a new Service Information System (SIS) Code:

106 – Adult Guardianship Contacts

Detailed information about the use of this Service Code can be found in Services Information System (SIS) Change Notice No. 01-19, however the purpose of this letter is to provide some context and background for the addition of the new codes.

Service Code 106 – Adult Guardianship Contacts SIS definition reads, “time spent making all contact related to the persons for whom the agency Director serves as Disinterested Public Agent Guardian, as well as the required 90-day contact, in accordance with 10A NCAC 71B .0101 (b) (2). This includes contacts with the client, with the client’s family as part of a service plan, with facility staff or other individuals associated with the care of the client.” In order to track these contacts, use of Service Code 106 on the DSS-4263 will require a Client ID. However, a client does not need to be opened for services on the DSS-5027 in order to use this code.

North Carolina Administrative Code specifically references that “when a disinterested public agent is appointed as guardian, he shall carry out the following responsibilities in addition to duties identified in G.S. 35A-1210 through 1216.... he shall see the ward as frequently as needed and appropriate and shall have contact related to the ward no less than once every 90 days...”

The creation of this code is retroactive to January 2019; if you haven’t already begun using SIS Code 106 you may begin now. If you have questions about this new Service Code, please contact the Adult Services Listserv at [DAAS.AdultServices@dhhs.nc.gov](mailto:DAAS.AdultServices@dhhs.nc.gov)

Sincerely,

Joyce Massey-Smith  
Director

JMS/SMS/pg

DAAS\_AS\_09\_2019

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](http://www.ncdhhs.gov) • TEL: 919-855-3400 • FAX: 919-733-0443

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER