



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

2101 Mail Service Center • Raleigh, North Carolina 27699-2101
Tel 919 733-3818 • Fax No. 919 715-0023

Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Dennis W. Streets, Director
919-733-3983

DAAS Administrative Letter No. DAAS 11-06

To: Area Agencies on Aging

From: Dennis W. Streets

A handwritten signature in black ink that reads "Dennis W. Streets".

Subject: ARMS CNDS Interface

Date: May 20, 2011

The purpose of this letter is to communicate the changes and procedures associated with the interface of the Aging Resources Management System (ARMS) and the Common Names Data Service (CNDS). As you know, the interface is effective May 23, 2011. Instructions have been shared regarding the status of ARMS during the transition.

The interface with CNDS requires certain changes to the DAAS-101 Client Registration Form to assure that basic demographic information is collected according to existing CNDS business rules. The short and long versions of the revised form are attached, and the updated instructions for completing the form will be posted on the ARMS website. Please note that providers are expected to use the new forms when registering new clients, but are not expected to use the updated DAAS-101 with existing clients until the next reassessment is due.

The basic procedure for registering and updating a client in ARMS will now involve accessing CNDS to determine if the individual already has a CNDS ID number. If the individual does have a CNDS ID number, then that number will be the unique client identifier utilized in ARMS. If the individual is not found in CNDS, then a new ID number will be created. If there is a close match between the demographic information obtained by the ARMS provider and the existing demographic data in CNDS, there may need to be coordination with the county department of social services to determine whether to utilize a number or assign a new ID number.

The same coordination will be necessary in order to update existing information for an existing CNDS ID, because the ARMS system will not allow changes to that information in order to preserve federal benefits for clients served by other agencies. For purposes of CNDS coordination related to the updating of existing CNDS information, ARMS providers must first contact their AAA Regional ARMS Coordinators, who will in turn contact the local DSSs when there is a need to reconcile information.

The Division of Medical Assistance and the Division of Social Services will be issuing a joint letter to county departments of social services to notify them of the ARMS interface with CNDS. This letter will address the process for coordination between the ARMS network and the county departments of social services. A copy of this letter will be forwarded to AAAs upon issuance.

Questions regarding the revisions to the DAAS-101 should be directed to Phyllis Bridgeman. Technical issues regarding ARMS should be directed to Linda Owens or Annette Bagwell.

The Division appreciates your support as we move forward in our efforts to improve upon our ability to collect and maintain accurate and useful data.

Location: 693 Palmer Drive, Raleigh, NC 27603 • State Courier No. 56-20-02
An Equal Opportunity / Affirmative Action Employer



<http://www.nccarelink.gov/>