



North Carolina Department of Health and Human Services

Division of Aging and Adult Services

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Administrative Letter No: DAAS-12-16

To: Institutional Respite Care Providers, Department of Social Services' Directors,
Department of Social Services' Adult Services Supervisors, Area Agency on Aging
Directors

From: Dennis W. Streets *Dennis W. Streets*

Subject: Revised Home and Community Care Block Grant (HCCBG) Institutional Respite Care
Monitoring Tool

Date: November 27, 2012

Although Institutional Respite Care is currently funded in only two Area Agency on Aging regions across the state, DAAS staff revised the HCCBG Institutional Respite Care Monitoring Tool in response to requests from regional Institutional Respite Care monitoring staff. In revising the tool, DAAS staff received input from regional monitoring staff and incorporated much of this feedback into the revised tool.

The revised tool incorporates a worksheet for the client record review and unit verification in order to make the tool more user-friendly.

Monitors may opt to use the revised HCCBG Institutional Respite Monitoring Tool beginning this monitoring season. Monitors will be required to use the new HCCBG Institutional Respite Care Monitoring Tool effective **July 1, 2013**.

The revised HCCBG Institutional Respite Care Monitoring Tool is available on the DAAS web site at the following links:

For the PDF Document: <http://www.ncdhhs.gov/aging/monitor/InstitutionalRespite.pdf>

For the Interactive Word Document: <http://www.ncdhhs.gov/aging/monitor/InstitutionalRespite-i.doc>

If you have further questions, please contact Heather Carter at 919-855-3416 or heather.carter@dhhs.nc.gov

Cc: Adult Program Representatives