

**N.C. Division of Aging and Adult Services, Administrative Letter No: 13-14
Adult Services Section**

Date: August 1, 2013

Subject: Changes in Case Management Requirements for the
State/County Special Assistance In-Home (SA/IH) Program

Distribution: County Directors of Social Services
Adult Service Supervisors
Special Assistance Income Maintenance Supervisors

Effective Date: August 1, 2013

Changes in the Required Assessment

Effective August 1, 2013, the Adult Services Functional Assessment, DAAS-6220, will replace the Resident Assessment Instrument for Home Care (RAI-HC) as the assessment tool for the State/County Special Assistance In-Home (SA/IH) Program. The SA/IH Economic Worksheet will continue to be used in conjunction with the Adult Services Functional Assessment.

The prior RAI-HC Assessments, either in electronic form or as a paper version, should be retained by your agency. As of August 1, 2013, the Adult Services Functional Assessment should be completed for all new applicants and the Adult Services Annual Assessment (DAAS-6224) completed for any current recipients who are due for their annual reassessment. The Case Manager is no longer required to submit the assessment and reassessment form to the Division of Aging and Adult Services, however, the assessments/reassessments must be available for programmatic monitoring.

The Adult Services Functional Assessment and the Adult Services Annual Assessment can be accessed on the Division of Aging and Adult Services (DAAS) forms webpage at:

<http://info.dhhs.state.nc.us/olm/forms/doa/DAAS-6220.pdf>
<http://info.dhhs.state.nc.us/olm/forms/doa/DAAS-6224.pdf>

As a result of this change, the requirements outlined in Section 5700 (http://www.ncdhhs.gov/aging/adultsvcs/saihcm/SAIHCM_5700.pdf) of the SA IH Case Management Manual will no longer be applicable.

Changes to Required Monthly SA/IH Reporting

The combined SA/IH Slot Utilization Monthly Report and the SA/IH Termination/Denial Monthly Report (currently Appendix L) will no longer be required. Policy had required that this report is to be submitted by the 10th day of

the month following the report month. Because this change is effective on August 1, 2013, the report for the month of July will not be required.

The Slot Request Form (Appendix G)

http://www.ncdhhs.gov/aging/adultsvcs/saihcm/SAIHCM_AppG.doc has been revised to remove the supplemental questions regarding the Slot Utilization Report, the RAI-HC tool, and training. We are in the process of updating and revising Section 5600

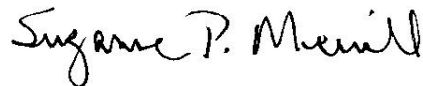
(http://www.ncdhhs.gov/aging/adultsvcs/saihcm/saihcm_manual.pdf) of the SA/IH Case Management Manual to reflect these changes. We will provide the revised version to the Adult Services Committee when it is available prior to publishing.

Monthly, DAAS posts a report, SA/IH Active and Average Slots, which includes each county's number of allocated slots, active slots, and for most counties the average number of active slots during the year. The report can be found at http://www.ncdhhs.gov/aging/adultsvcs/SA_IH_Average_County_Participation.xls

We appreciate your many efforts and continued diligence through the years in using these tools which have been part of the SA/IH program.

If you have any questions please email the Adult Services Listserv at DAAS.adultservices@dhhs.nc.gov.

Sincerely,

A handwritten signature in black ink that reads "Suzanne P. Merrill". The signature is written in a cursive style with a large initial 'S'.

Suzanne P. Merrill, Chief
Adult Services Section