



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

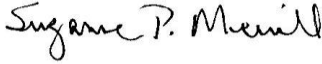
ROY COOPER
GOVERNOR

MANDY COHEN, MD, MPH
SECRETARY

SUZANNE P. MERRILL, MSW
DIRECTOR

DAAS ADMINISTRATIVE LETTER NO. 17-04

To: Adult Day Care/Adult Day Health Providers
Area Agency on Aging Directors
Adult Day Health Specialists
County Directors of Social Services
Attention: Adult Services Supervisors and Adult Day Care Coordinators

From: Suzanne P. Merrill, Director 

Subject: Revised Certified Employee Medical Statement for Adult Day Care/Adult Day Health Providers

Date: May 4, 2017

The Division of Aging and Adult Services (DAAS) Administrative Letter 12-17 requires that the Certified Employee Medical Statement is submitted to meet the requirements per the North Carolina Adult Day Care and Day Health Services Standards for Certification for newly hired staff for initial certifications and newly hired staff for recertifications since the last recertification.

The previous Certified Employee Medical Statement required the duties normally assigned on the job to be listed in Section I. B. or that the job description be attached to the Certified Employee Medical Statement outlining the duties normally assigned on the job. To streamline the initial certification and recertification process, DAAS staff has removed Section I. B. from the Certified Employee Medical Statement.

The previous Certified Employee Medical Statement that required the job duties normally assigned on the job or the job description to be attached outlining the duties normally assigned on the job will no longer be accepted as of June 1, 2017.

Use of the enclosed Certified Employee Medical Statement for Employment form is required for any persons hired to an adult day care/adult day health program effective June 1, 2017.

This form is enclosed and may be accessed at this web site address: www.ncdhhs.gov/aging

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

Enclosure

SPM:hc:pg