



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

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Director, Division of Aging and Adult Services

**DAAS ADMINISTRATIVE LETTER NO. 19-04**

**TO:** Area Agencies on Aging  
**FROM:** Joyce Massey-Smith  
**SUBJECT:** Roll Out of HCCBG Provider Packet  
**DATE:** March 29, 2019

The Division of Aging and Adult Services (DAAS) is pleased to announce the availability of an improved tool for determining budgets and rates for Home and Community Block Grant (HCCBG) services. This tool is a culmination of partnering with AAAs and COG staff to condense several forms into one packet for completion with the intent of creating a tool that takes less time and accurately calculates costs and rates. DAAS is aware that many providers/counties have already started the funding process for SFY 2019-2020, DAAS is not replacing the forms available on our website but encourages providers to use the new forms as their embedded efficiencies will result in significant time savings.

The HCCBG Provider Packet does not dramatically change the appearance of the 732A1, 732A, 732, 733, and 734 forms as the intent is to minimize any disruptions and additional learning needed to use the packet. The HCCBG Provider Packet also contains a hyperlink to a training video located on the instruction worksheet, this will help providers understand the forms, how they are linked and hopefully assuage any trepidations that providers may experience using the HCCBG Provider Packet.

Based on suggestions from DAAS, AAA and COG staff, the following is a quick summary of the primary improvements to the forms:

- Worksheets in workbook are linked allowing entered values on forms to automatically populate on subsequent forms that use that same information.
- Calculated formulas are programmed and protected which will limit manual entry and variety of versions available.
- Embedded instructions in the workbook line descriptors and column headers (providers will need to click on those cells to display instructions)
- Increased number of services available on forms from eight to fourteen.
- Color coding of input cells to assist in form navigation
- Internal consistency proof and error checking

The HCCBG Provider Packet can be accessed at <https://www.ncdhhs.gov/home-and-community-care-block-grant-hccbg-county-budget-instructions-documents>.

JMP/KW/pg

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF AGING AND ADULT SERVICES**

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