



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

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Director, Division of Aging and Adult Services

DAAS ADMINISTRATIVE LETTER NO. 20-14

TO: Area Agencies on Aging and Senior Centers

FROM: Joyce Massey-Smith, Director

DATE: July 16, 2020

SUBJECT: Overage Reporting of Codes 812, 814, 822 in ARMS

The capability to enter up to six digits of data in ARMS for the Family Caregiver Support Program (FCSP) services codes 812, 814, and 822 was established. This enhancement will allow for more detailed entry of data in ARMS. It also accounts for the larger audience sizes now accessible through social media, broadcasting, and other means of large outreach.

Entries for 812, 814, and 822 audience sizes can be entered up to 999,999 instead of 999 that was the previous entry cap. This is demonstrated in the example below:

814: Program promotion and public information

	July 2021	Aug 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021
# of events	10	20	25	15	25	10
Estimated Audience Size	2,456	4,800	7,678	11,123	12,000	975

Excess audiences were previously captured on the FCSP 999 Overage Sheet for Service Codes 812 and 814. Beginning with fiscal year 2021, the additional tracking of audience sizes greater than 999 is no longer required to be submitted annually.

It is requested that representatives of the Family Caregiver Support Program update their *FCSP Manual, Revision 2020* [DAAS Administrative Letter 20-11] to reflect this change by taking the following actions:

- Removing Appendix H
- Inserting this letter under Appendix B: Administrative Letters Pertinent to the FCSP

For further information or questions about this please contact Laura Jane Ward, Family Caregiver Support Program Consultant at 919-855-3417 or laura.ward@dhhs.nc.gov .

JMS/LJW/pg

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