

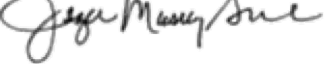


NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

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**JOYCE MASSEY-SMITH** • Director  
Division of Aging and Adult Services

**DAAS ADMINISTRATIVE LETTER NO. 22-06**

**TO: Area Agency on Aging Directors  
Family Caregiver Support Program Specialists**

**FROM: Joyce Massey-Smith, Director** 

**DATE: July 29, 2022**

**SUBJECT: Family Caregiver Support Program Update**

The Division of Aging and Adult Services and NC Area Agencies on Aging are required to report performance data on Older Americans Act participants, services, and expenditures, per the data collection requirements of the Administration for Community Living. Changes are being made because of ACL’s new Older Americans Act Performance System (OAAPS). The purpose of this letter is to provide notification of required federal reporting changes in unit definitions that affect the Family Caregiver Support Program (FCSP).

Effective July 1, 2022, there will be changes in how the following FCSP services are tracked and reported in ARMS for reimbursement:

FCSP CATEGORY & SERVICE NAME	SERVICE CODE	PREVIOUS UNIT DEFINITION	NEW UNIT DEFINITION
Category II: Caregiver resource consultation	823	1 unit = 1 session	1 unit = 1 hour
Category II: Develop caregiver emergency preparedness plan	824	1 unit = 1 session	1 unit = 1 hour
Category III: Caregiver counseling	832	1 unit = 1 session	1 unit = 1 hour
Category III: Caregiver training programs	835	1 unit = 1 class session	1 unit = 1 hour
Category IV: Community respite	843	1 unit = 1 day	1 unit = 1 hour
Category IV: Other respite as approved by DAAS	849	1 unit = N/A	1 unit = 1 hour

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

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Until such time as the FCSP Program Manual can be updated, AAAs are encouraged to insert these changes on pages 24-28 of the manual to reflect new definitions of a unit of service for the codes listed above.

Related Note regarding Reporting Requirements for FC-ARPA codes:

In recently issued [Administrative Letter 22-02](#), the above reporting changes were incorporated into the reporting guidance for the American Rescue Plan Act (ARPA). The code descriptions in Appendix A indicate the reporting of number of hours or sessions for Category III code 881 and number of hours for Category IV code 882 (see page 15).

The last sentence of the code description for Category II code 880 should be updated to read: "One contact or one hour is recorded for tracking purposes." The Excel tracking spreadsheet for reporting will allow data entry for both number of hours and number of contacts, as appropriate.

Reminder of Discontinued FCSP Codes:

Per [Administrative Letter No. 20-11](#), the following five FCSP service codes have been deactivated in the ARMS reporting system: codes 834, 836, 852, 858, and 864.

Questions regarding these changes should be addressed to Jan Moxley ([jan.moxley@dhhs.nc.gov](mailto:jan.moxley@dhhs.nc.gov)), Jessalyn Bridges ([jessalyn.bridges@dhhs.nc.gov](mailto:jessalyn.bridges@dhhs.nc.gov)), or Steve Freedman ([steve.freedman@dhhs.nc.gov](mailto:steve.freedman@dhhs.nc.gov)).

JMS/SF/pg