

## Client Registration Form Changes

**DAAS-101 - Client Registration Form:** Outline of the changes on the Long Form to assist you with using it until the new instructions are posted. The changes on the Short Form follow these changes where appropriate.

- Instructions at the top of the page reflect the changes in Administrative Letter DAAS 12-13 requiring providers to register the hands-on care recipient, not the caregiver, for respite services (in-home aide respite, group respite, and institutional respite). These clients must be 60 years of age and older unless they qualify for one of the nutrition special eligibility categories.
- **Client Status** – the “inactive” reasons have been changed back to a single column in order to gain space on the page for other changes and also to reflect the data entry screen. If the reason for making the client inactive relates only to the client, mark the client box and mark the applicable reason for the inactivation. If the client is a caregiver getting FCSP or Project C.A.R.E. services and the reason for making the client inactive relates more to the care recipient, check the box for care recipient and mark the applicable reason for inactivation.
- **Legal name** – this was added to support the interface between ARMS and CNDS since the search for an existing client record in CNDS will try to make a match based on the client’s name as reported to the Social Security Administration.
- **Name person likes to be called** - this will not be entered in ARMS, but may be used by providers to note a person’s nick name.
- **Check box for special eligibility** – a check box for special eligibility has been added under the date of birth to help identify any client who meets the special eligibility requirements.
- **Emergency contact information** – this information formerly was at the bottom of the printed form under the signature lines, but it was moved to a position on p. 1 above Overall Functional Status (Q14) because this is where it is on the data entry screen. We hope this change will make data entry easier.
- **Q14 – Overall Functional Status** – Q14 on the Long Form will only be used if the client being registered is a caregiver getting FCSP or Project C.A.R.E. services. Providers do not need to complete Q14 on any client other than a caregiver getting FCSP or Project C.A.R.E. services. For all other clients, functional status will be documented in Section IV.
- **Section III heading** – this wording has been changed to reflect the changes detailed in Administrative Letter 12-13. Section III will only be completed when the client being registered is a caregiver getting FCSP or Project C.A.R.E services.