



North Carolina Department of Health and Human Services  
Division of Aging and Adult Services

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DAAS Administrative Letter 15-02

**To:** Home and Community Care Block Grant Funded Group Respite Providers, Area Agency on Aging Directors and Aging Specialists, Adult Program Representatives

**From:** Suzanne P. Merrill *Suzanne P. Merrill*

**Subject:** Home and Community Care Block Grant Group Respite Service Policies and Procedures

**Date:** March 30, 2015

The Home and Community Care Block Grant (HCCBG) Group Respite Service Policies and Procedures were extensively revised by Division of Aging and Adult Services (DAAS) staff with input from current Group Respite Service providers and Area Agency on Aging staff where the service is currently funded and where the service is planned to be funded in the future.

**Re-Organized, Re-Named, Re-Formatted and New Sections**

In an effort to make the document more user-friendly, several sections of the previous policies and procedures were re-organized, re-named, and re-formatted. New sections were created and inserted into the revised document.

**Terminology Revisions**

Outdated terminology was removed and replaced with current terminology and person-centered language.

**Content Revisions**

Several minor content revisions were made throughout the document in an attempt to make the policies and procedures more specific.

Major content revisions were made to the following areas:

- Program Policies;
- Facility and Program Setting Related to Telephone Requirement;
- Personnel and Staffing Requirements, including Minimum Required Staff to Participant Ratio and Volunteer Requirements;
- Orientation and Training;
- Service Provision, including Participant Medication Use While at Program;
- Participant Eligibility;
- Participant Enrollment and Discharge; and
- Records

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**Implementation of Revised Participant Eligibility Criteria**

Group Respite Service participants currently enrolled and funded to attend Group Respite Services through HCCBG will need to be reassessed at their annual reassessment according to the revised eligibility criteria versus immediately reassessing all of the HCCBG funded Group Respite Service participants with receipt of this letter.

Participants who are no longer eligible for Group Respite Services according to the revised Group Respite Service eligibility criteria at the time of their annual reassessment will need to be made inactive in ARMS and their Group Respite Service will need to be discontinued.

For further information on discontinuing HCCBG services, please refer to section 7 of the HCCBG Manual on the DAAS web site at: <http://www.ncdhhs.gov/aging/manual/hccbg/bgsect7.pdf>

For direction on making ineligible HCCBG participants inactive in ARMS, please refer to the forms section on the ARMS web page on the DAAS web site at: [http://www.ncdhhs.gov/aging/arms/CRF\\_Instructions.pdf](http://www.ncdhhs.gov/aging/arms/CRF_Instructions.pdf) and <http://www.ncdhhs.gov/aging/arms/armsfaq.htm#101>

**Group Respite Service participants enrolled after July 1, 2015, and funded to attend Group Respite Service programs through HCCBG must meet the revised eligibility criteria.**

Participants not meeting the revised Group Respite Service eligibility criteria shall not be enrolled to attend Group Respite Service programs funded by HCCBG after **July 1, 2015.**

**Effective Date of Revised HCCBG Group Respite Service Policies and Procedures**

*The revised HCCBG Group Respite Service Policies and Procedures are effective July 1, 2015.*

**Revised Document on DAAS Web Site**

Please refer to the revised HCCBG Group Respite Service Policies and Procedures located on the DAAS web site at the following address: <http://www.ncdhhs.gov/aging/svcstd/grespite.pdf>

Please contact Heather Carter (919) 855-3416 or [heather.carter@dhhs.nc.gov](mailto:heather.carter@dhhs.nc.gov) as needed regarding these changes.