



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

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Director

DAAS Administrative Letter No. 11-02

**To:** Adult Day Care/Adult Day Health Providers, Area Agency on Aging Directors, Adult Program Representatives, Program Compliance Representatives

**From:** Dennis W. Streets *Dennis W. Streets*

**Subject:** Revised HCCBG Adult Day Care/Adult Day Health Monitoring Tool

**Date:** January 20, 2011

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In May 2010, the Division of Aging and Adult Services issued Administrative Letter 10-09 regarding the Unbundling of Transportation and Daily Care Rate for HCCBG Reimbursement and Addition of Two New ARMS Transportation Service Codes.

**\*\*NOTE\*\* Reimbursement for adult day transportation (service codes 156 and 031) cannot be claimed for individuals whose adult day care/health care is not also reimbursed for the same dates, under service codes 155 or 030.**

In order to monitor this unbundling of daily care and transportation and to address comments received from the network regarding the previous Adult Day Care/Adult Day Health HCCBG Monitoring Tool, the tool was revised.

There were several changes made in an attempt to make the tool more user friendly and comprehensive.

The first change expanded the HCCBG Programmatic Review of the adult day care/day health care service to require that specific information about the program's current certification be monitored.

The second change was to include a worksheet for AAAs that contract the provision of adult day care/day health to one agency that then sub-contracts with the direct service provider of adult day care/day health care. This new worksheet is entitled "Overview of Documentation Reviewed by Monitor."

The third change expanded the Daily Care Unit Verification worksheet. The new worksheet identifies what source documentation should be reviewed when completing daily care unit verification (the client's service plan which is required to record the scheduled days of attendance

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according to the North Carolina Adult Day Care and Day Health Services Standards for Certification). The new worksheet requires that the monitor ensure that only eligible clients are receiving the service by indicating on the worksheet the eligibility documentation reviewed by the monitor, that the required paperwork is updated every 12 months (the CRF/DAAS-101), and that providers are submitting and receiving reimbursement based on the current absentee policy and for scheduled days of attendance.

Because participants may have more than one funding source allowing him/her to attend adult day care, the providers must indicate on the service plans which type of funding is allowing for a participant to attend the program. The funding source should be listed for each day listed on each participant's service plan.

Example: Ms. Smith is scheduled to attend ABC Adult Day Care on Monday, Tuesday, Wednesday, Thursday and Friday. The days that Ms. Smith is scheduled to attend the program must be listed on her service plan in order to meet the Standards for Certification.

On Mondays, Wednesdays and Fridays, HCCBG funds Ms. Smith's daily care at the ABC Adult Day Care. On Tuesdays, SADCF funds Ms. Smith's daily care at the ABC Adult Day Care and on Thursdays, Ms. Smith's family pays privately for her attend ABC Adult Day Care. On Ms. Smith's service plan, there should be an indication that on Monday, Wednesdays, and Fridays, HCCBG funds Ms. Smith's daily care (such as: "HCCBG" written or typed next to Monday, Wednesday and Friday on her service plans); that on Tuesdays SADCF funds Ms. Smith's daily care (such as: "SADCF" written or typed next to Tuesday on her service plan) and that on Thursdays, Ms. Smith's family pays privately for her daily care (such as: "Private Pay" written or typed next to Thursday on her service plan).

The fourth change was to include a worksheet to monitor the use of the new HCCBG Transportation service codes for adult day care/day health services and to ensure that providers are requesting reimbursement properly. The worksheet is entitled "Transportation Unit Verification Worksheet." This new worksheet identifies what source documentation should be reviewed when completing adult day care/adult day health services Transportation unit verification. Examples of source documentation would be, the driver's log- if provider is directly providing the transportation, vendor printout of pick-ups and drop offs, vendor's monthly bill if provider is subcontracting for transportation. The new worksheet should determine that the units requested for reimbursement could be verified by the source documentation. A separate sample of clients should be pulled for this worksheet as the worksheet includes a column to verify client eligibility and is only to be used to complete unit verification for the ARMS codes 156 and 031, not 250. For more information on this, please see Administrative Letter 11-01.

Monitors may opt to use the revised Adult Day Care/Adult Day Health Services Monitoring Tool for this monitoring season. In order to ease this transition, monitors will be required to use the new HCCBG Adult Day Care/Adult Day Health Services Monitoring Tool effective July 1, 2011 in accordance with Administrative Letter 11-02. However, the first fiscal year that this tool is used will be considered a transition phase and a year of grace with the emphasis placed on technical assistance. Therefore, in SFY 13 (2012-2013), the transition phase to use of the revised monitoring will end and full implementation will take effect **July 1, 2012**.

If you have further questions, please contact Heather Carter or Glenda Artis at 919-733-0440 or [heather.carter@dhhs.nc.gov](mailto:heather.carter@dhhs.nc.gov) or [glenda.artis@dhhs.nc.gov](mailto:glenda.artis@dhhs.nc.gov)

