



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**


ROY COOPER • Governor

MANDY COHEN, MD, MPH • Secretary

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

**DAAS ADMINISTRATIVE LETTER NO: 21-08**

**TO:** Area Agencies on Aging, County Finance Officers, and Community Service Providers

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

**DATE:** September 27, 2021

**SUBJECT:** “Expanding Access to COVID-19 Vaccines via the Aging Network”  
Clarification and Reporting Requirements

**Expanding Access to COVID-19 Vaccines via the Aging Network** was issued to the NC Division of Aging and Adult Services for allocation to the Area Agencies on Aging to serve older adults for the following purposes:

- Disseminating credible information about COVID-19 vaccines and help direct those with questions to additional sources of information
- Identifying people who may need help getting a COVID-19 vaccination, including those who are unable to independently travel to a vaccination site
- Helping with scheduling a COVID-19 vaccination appointment for those who need help
- Arranging or providing accessible transportation to COVID-19 vaccination sites
- Providing technical assistance to local health departments and other entities on vaccine accessibility
- Providing personal support if needed (e.g., peer support)
- Reminding the person of their second vaccination appointment if needed

This Act provides \$1,548,373 to assist in responding to the COVID pandemic. Funds must be expended on allowable Older Americans Act activities as defined within the Act, as well as in accordance with state and local policies. Funds must be accounted for, tracked, and reported separately from recurring Older Americans Act funding.

**Project Period**

The project period for **Expanding Access to COVID-19 Vaccines via the Aging Network** is August 1, 2021 through September 30, 2022.

**Distribution of Funds and Local Planning**

Funds were distributed in accordance with the State’s approved Intrastate Funding Formula, OAA Section 305. At the end of the grant project and budget period, unspent funds from the grant will be reverted.

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

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## Match Requirements

No match is required under this funding.

## **New ARMS Codes and Reporting Requirements**

### ARMS Codes for Reimbursement and Reporting

Code 600- Vaccine COVID Transportation: Use for unit-based reimbursement of providing accessible transportation to COVID-19 vaccination sites. A one-way trip is the equivalent of one unit in ARMS. Enter the number of one-way trips provided to COVID-19 vaccination sites during the month.

Code 601- Vaccine COVID Information and Assistance: Use for non-unit reimbursement of:

- (1) Disseminating credible information about COVID-19 vaccines/help direct those with questions to additional sources of information
- (2) Identifying people who need help getting a COVID-19 vaccination, including those who are unable to independently travel to a vaccination site
- (3) Helping schedule COVID-19 vaccination appointment
- (4) Providing technical assistance to local health departments/other entities on vaccine accessibility
- (5) Providing personal support (e.g., peer support)
- (6) Reminding person of their second vaccination appointment.

Enter the monthly dollar amount of reimbursement requested based on program cost. This can include staff time, materials, travel, media expenses, and other activities designed to provide information and access to vaccines.

### Additional Reporting

The Division will send a monthly report form that will need to be completed to describe vaccine COVID information and assistance. AAA will provide DAAS with a monthly report of its outreach efforts on this form.

### **Special Instructions for AAAs Contracting with DHHS for Additional Funds**

UNDER NO CIRCUMSTANCES MAY CONTRACTOR ACCEPT OR ATTEMPT TO RECEIVE REIMBURSEMENT FROM ANY PUBLIC AGENCY; ANY PUBLIC OR PRIVATE ENTITY, ANY ORGANIZATION; ANY INDIVIDUAL; OR ANY THIRD-PARTY PAYOR, INCLUDING WITHOUT LIMITATION HRSA, FOR FEES CONTRACTOR HAS INVOICED TO THE DEPARTMENT OR FEES CONTRACTOR EXPECTS TO INVOICE TO THE DEPARTMENT PURSUANT TO THIS CONTRACT.

- AAAs contracting with DHHS for additional funds to support this work must ensure reimbursement requests are *proportionately allocated* based on the percent of the total amount of funding received from each source. *Example: if a position is funded via 60% ACL funds and 40% DHHS funds, 60% of the reimbursement to cover their salary must be requested through ARMS and 40% must be invoiced to DHHS.*
- Transportation reimbursement may only be requested through ARMS as described above.
- Time spent disseminating credible information about the vaccine and providing support to access vaccine should be allocated proportionately as described in the example above and reimbursed as specified based on the funding source.