



North Carolina Department of Health and Human Services
Division of Medical Assistance

2501 Mail Service Center • Raleigh, N. C. 27699-2501 • Tel 919-855-4100 • Fax 919-733-6608

Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Craig L. Gray, MD, MBA, JD, Director

June 6, 2011

Dear County Director of Social Services

SUBJECT: Home and Community Care Block Grant Provider use of Common Name Data Service (CNDS)

Effective May 23, 2011, the Division of Aging and Adult Services (DAAS) through the Area Agencies on Aging and the local Home and Community Care Block Grant (HCCBG) providers will use the Common Name Data Service (CNDS) as the source for personal demographic information for persons who apply for services through the Home and Community Care Block Grant.

As each Aging Resource Management System (ARMS) client is registered, HCCBG providers will access CNDS to determine if the client already has a CNDS ID number. If so, they will utilize that number in ARMS. If not, then a CNDS ID number will be assigned through normal CNDS protocol. If there is a close match on the demographic information keyed by the HCCBG provider to the demographic data in the CNDS there may need to be coordination with the county department of social services agency to determine whether to utilize that ID number in CNDS or assign a new ID number.

The local HCCBG providers work closely with the Area Agencies on Aging (AAAs) in ensuring the accuracy and completeness of ARMS data. For purposes of the CNDS coordination, the HCCBG provider will contact the AAA who will in turn contact the local DSS when there is a need to reconcile information.

The purpose of this letter is to inform the county departments of social services that AAA staff may be contacting social services staff to assist them in making the determination regarding the CNDS ID number. There may also be instances where data may have been keyed incorrectly in the Eligibility Information System (EIS) or the Food Stamp Information System (FSIS) that needs to be corrected. For example, there may be transposed numbers in the Date of Birth or the gender may have been keyed as female when the person is actually male. As HCCBG providers discover this type of data problem, they will need to contact their AAA who will contact social services staff to correct data when deemed appropriate. There will be no sharing of benefit information as this information has no relevance in determining whether to use the existing CNDS ID number.

The State is requesting that each county department of social services designate specific staff to handle these requests and that you make staff aware of the procedure.

The State has requested that AAA staff calling for this purpose identify the purpose by stating they need assistance with a "CNDS ID ISSUE."

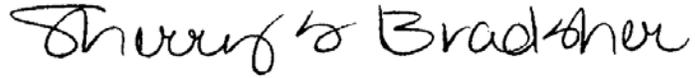
We appreciate the effort of you and your staff to make this a smooth transition for the HCCBG providers and the Area Agencies on Aging. We want to encourage the use of an existing CNDS ID number and must do everything we can to prevent duplicate CNDS ID numbers from being assigned.



If you have any questions related to this, please contact your Medicaid Program Representative, Work First Policy Consultant or Food and Nutrition Services and Energy Program Consultant.

Sincerely,

Craigian L. Gray, MD, MBA, JD, Director
Division of Medical Assistance

A handwritten signature in black ink that reads "Sherry S. Bradsher". The signature is written in a cursive, flowing style.

Sherry S. Bradsher, Director
Division of Social Services

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