

NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

JOSH STEIN • Governor

DEV DUTTA SANGVAI • Secretary

LISA TUCKER CAULEY • Division Director, Human Services

January 26, 2026

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

**ATTENTION: ADULT SERVICES PROGRAM ADMINISTRATORS, MANAGERS,
SUPERVISORS, AND SOCIAL WORKERS**

**SUBJECT: Adult Protective Services (APS) and Guardianship Programmatic Monitoring
Tools and Instructions**

The Division of Social Services, Adult Services Section, has updated the APS and Guardianship Programmatic Monitoring Tools and Instructions. These revisions align language with the North Carolina Online Aging and Adult Services Information System (NC OAASIS), which was implemented on September 22, 2025.

Updates to each monitoring tool are highlighted in red within the tool, and a summary of the changes is provided below:

APS Tool and Instructions

- Updated language for Question II.L.2 to clarify that DHHS-AS-5026 forms must be completed and entered within 15 calendar days of the case decision, in accordance with the September 2025 APS Manual updates.

Guardianship Tool and Instructions

- Replaced references to DAAS-7016 with DHHS-AS-7016.

APS and Guardianship Tools

- Embedded notes were added to allow users to view applicable statutes, administrative codes, policy, and the rubric from the instructions document directly within the tools for ease of use.

The revised APS and Guardianship Monitoring Tools and Instructions replace all previous versions. The updated tools and instructions are available on the [NCDHHS Adult Services SharePoint](#).

If you have questions regarding this correspondence, please contact the Adult Services listserv at DHHS.AdultServices@dhhs.nc.gov.

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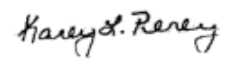
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Sincerely,

A handwritten signature in cursive script that reads "Karey D. Perez".

Karey Perez,
Deputy Director, Adult Services

DSS-AS-02-2026