



North Carolina Department of Health and Human Services

Division of Aging and Adult Services

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919-855-3400

November 2, 2012

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

**ATTENTION: ADULT SERVICES SUPERVISOR AND PROGRAM MANAGERS
Social Services Security Officers**

SUBJECT: 2012 End-of-Year DHHS Blanket Bond Reconciliation

The Adult Services Section of the Division of Aging and Adult Services (DAAS) is responsible for management of the Department of Health and Human Services (DHHS) Blanket Bond for disinterested public agent guardians (dpag). As part of this responsibility, we are preparing for the 2012 annual accounting with the insurance carrier. This accounting requires that accurate information be submitted to the insurance carrier regarding the names of all wards represented by public agent guardians and the amount of each ward's bond. It is important that our records be kept up-to-date to maintain valid coverage for each ward registered in the DHHS Blanket Bond system. In addition, the amount of the premium paid by DHHS for the total bond is based on the aggregate amount of bond for each ward. You are responsible for notifying DAAS of any changes in the status of each ward throughout the year.

Instructions for Obtaining "Wards by Agency Report"

With the assistance of your security officer, you can obtain your "Wards by Agency Report" directly from the DHHS Client Services Data Warehouse (CSDW).

Services staff should meet with the agency security officer to establish a collaborative plan for accessing the report. All social services security officers have access to the CSDW, which is found at the following website: <http://www.csdw.dhhs.state.nc.us/>. Please note that this website address takes you to "Client Services Data warehouse Query Tool Using Business Objects XIR2".

The "Wards by Agency Report" may be obtained by doing the following:

1. Click on "+" beside "Public Folders" on the left side of the screen.
2. Click onto "+" beside "DHHS Main Document" on the left side of the screen."
3. Click on "+" beside "DAAS" on the left side of the screen."

4. Click on the folder beside “Guardianship” on the left side of the screen.
5. Click on “Active-Wards by Agency Report.”
6. You must respond to the following prompts:

“*Agency Type Equal to*” - Highlight this prompt, then go to the lower right “*Agency Type Equal to*” text box. One by one, delete each unwanted agency type by highlighting it and clicking on the “Remove Selected Value(s)” button. This is the bottom down double-arrow button to the left of the text box. When you have removed all unwanted agency types, only your agency will appear in the highlighted “*Agency Type Equal to*” prompt.

“*Report Month Equal to*” - Highlight this prompt and click the “*Refresh Values*” button. Scroll down and highlight the most recent date in the text box (should be 2012), then click “*Add from list of Values*” button. This is the top double-arrow button to the right of the text box. The report month you selected will then appear in the “*Report Month Equal to*” prompt.

7. When you have the appropriate entries in the prompts, click on “*Run Query*” and your “*Wards by Agency Report*” will appear.
8. Print out a copy of the report.

Security officers who need additional assistance with the CSDW system can contact DHHS.Customer.Support.Center@dhhs.nc.gov or call (919) 855-3200 and choose Option 2.

Making Changes and Updates to Your List of Wards

When you obtain your printed copy of the “Wards by Agency Report” please review the entries for accuracy, with particular attention to the following:

- Wards you are no longer responsible for, and whose names should be deleted from your list
- Wards you are responsible for, but whose names are not on the list
- Date of the guardianship appointment
- Estate and bond coverage amounts listed for each ward
- Date of birth
- Name and title of the public agent guardian

Please note that North Carolina General Statute 35A-1239 requires bond coverage for all disinterested public agents appointed to serve as guardians, whether they are appointed to serve as guardian of the person, estate or general guardian.

The FY 2012-13 Guardianship transition process required by Session Law 2012-151 is complete. Allocation of funds for FY 2013-14 will be determined by utilizing information received during this reconciliation. The accuracy of information on the DAAS-7016 is critical. The revised DAAS-7016 collects new information including Medicaid county and the ward's SIS ID number. Please submit a revised DAAS-7016 for all wards currently served by your agency, including wards covered by a private bond. It is important that we maintain an accurate account of all active wards being served by a public agent guardian. Please write "Private Bond" on Line 14 when completing the DAAS-7016 for wards covered by private bond. We understand this may be a huge undertaking, but accuracy of information is critical to determine how funds will be allocated next fiscal year and to assure an accurate accounting of wards with the transition of 1,703 as a result of the recent statutory changes. The revised DAAS 7016 may be accessed at <http://info.dhhs.state.nc.us/olm/forms/doa/DAAS-7016.xls> and must be completed on line.

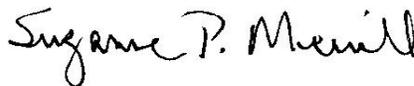
All DAAS-7016 forms should be submitted to:

Evelyn Pitchford Guardianship Consultant
Division of Aging and Adult Services
Adult Services Section
2101 Mail Service Center
Raleigh, NC 27699-2101
Fax: 919-715-0023

PLEASE SUBMIT ALL DAAS-7016 Forms by November 30, 2012

If you have questions or need additional information, please contact Evelyn Pitchford (919) 855-3469 or by e-mail at Evelyn.Pitchford@dhhs.nc.gov, or questions can be addressed to the Adult Services list serve.

Sincerely,



Suzanne P. Merrill, Chief
Adult Services Section

SPM/emp

AFS-16-2012