

# Welcome to the ~~New~~-Improved HCC

\*The forms look the same.

## Quick Summary of Improvements

- ① Electronic copy of workbook limits need to input all new data each year, just what changed.
- ② Workbook is set up to be a 10 year workbook, just select the fiscal year from list on the "Input" tab.
- ③ Dramatic reduction in keystrokes required! When you enter information now, it automatically fills in related information.
- ④ Calculation formulas are already included throughout, including match calculations.
- ⑤ Useful header information; click on a header row and it describes the field name and how to use it.
- ⑥ Increased number of service selections available on forms (increased from 8 to 14).
- ⑦ Detail service information by level eliminates requirement of In-home supplement form.
- ⑧ Salary calculation for fractional FTE reduces math errors on 732A1 Labor Distribution Schedule.
- ⑨ Color coding of input cells. If it is tan it is calculated and locked, if it is green it will accept your entry.
- ⑩ Entry proof and error checking... if the system detects an error it will pop up a warning message in the "Proof" worksheet.

## Instructions for use

① Read the "instructions" worksheet first. For a video walkthrough of the HCCBG Provider Pack name/email information to register. When video launches please forward through the first additionally, the webinar launches in "letterbox" format, to make larger click in the presentation <https://attendee.gotowebinar.com/recording/1234567890>

② Green cells on Input tab must be completed, they are necessary to populate entire workbook the number of unique HCCBG services they provide. Tan cells are formulas, so let the program do the work.

③ Navigation through worksheet is left to right, progress through the workbook completing the tabs.

④ Click on the header cells, the specific instruction on what is necessary to complete the cell will be displayed.

⑤ 732A new feature: Assignable salary is calculated based on the FTE value multiplied by the Admin or one of the services selected. The "assigned salary" must match the total keyed into the cell.

⑥ 732A instructions: Click on row descriptors to left and header cells, instruction on how to complete the row. Recommended to review video link above prior to completion. Please check for red error messages.

⑦ In-Home Supplement is hidden as it is no longer required by most AAAs, if your AAA requires it, select unhide from the box that pops up. When clicking on unhide a few worksheet names are listed.

⑧ 732 instructions: Much less to complete here as most cells are populated from the 732A for HCCBG clients anticipated to be served. If you are an adult day care or adult day health facility, those cells are not automatically filled.

⑨ 733 Instructions: Complete green shaded text box with narrative on outreach activities you have completed.

⑩ 734 form Instructions (Standard Assurances and Client Rights Assurances): Read it, sign it and file.

⑪ Proof Sheet: will display known calculation errors or questions. Please use this form to check staff. Errors are displayed with a specific message, and value of calculated variance is to the right of the message.

(12) Save a copy of your file, and submit an electronic copy to the county and/or COG. A signed copy of the form is required. The forms are not printer friendly as the forms are wider to incorporate a wider service selection.

# CBG Provider Packet\*

*me, but the user experience is completely different*

t" worksheet and it populates all required dates for the new year. It will forwards the value to the next sheet in the packet requiring that

to complete cell or column it labels.

file.

ur input.

age. Need a second look? make sure no errors are on the new

set Please click on the link below. GoToMeeting will request 1:30 of the video as the screen is black prior to the video starting, position and select the arrows in the lower right hand corner.

<https://www.gotomeeting.com/join/1667454861360868867>

k. Provider will not need to complete all cells for services, only for them fill in the values there.

green shaded cells

will pop up when clicked.

green staff salary. This assigned salary must also be categorized into green cells, or an error will pop up at the end of the row.

complete section or column will show. This is a complicated sheet, it is messages that pop up below each section and at bottom of page.

it, you will need to right click in the tab area of the workbook and are selected you will need to select the "In-Home Svc Supplement

them, must select drop down indicator for direct or purchased service, provider, please populate the administrative portion at bottom of

have implemented or plan to pursue.

d submit.

k for internal consistency and discuss issues with county or COG right of the message.

copy of the forms is also required, but please be aware that some

**State Fiscal Year:** SFY 2020-2021

Provider Name: Durham County Department of Social Services

Address Line 1:	414 E. Main Street
Address Line 2:	Durham, NC 27702

County:	DURHAM
Area Agency on Aging:	Triangle J Council of Governments

## **Please Select Services to Be Delivered**

### ***Comparison of Fed/State Funding and***

Service	Prior Yr. Funding	Prior Year Rate
In-Home Aide-Level II - Personal Care	\$ 473,154	\$ 15.5200
Home Delivered Meals	\$ 149,417	\$ 4.7500



<<--Local Match will need to be broken out by source (Cash/In-Kind) on 732A Svc Cost Computation Form

<<--Local Match will need to be broken out by source (Cash/In-Kind) on 732A Svc Cost Computation Form

--	--

#### ***nd Rates vs. Prior Year***

Current Yr Funding	Current Year Rate	Funding Diff.	Rate Diff.
\$ 495,560	15.5200	\$ 22,406	\$ -
\$ 170,515	4.7500	\$ 21,098	\$ 0.0000



NC DIVISION OF AGING AND ADULT SERVICES COST OF SERVICES - LABOR DISTRIBUTION SCHEDULE DAAS-732A1

AGENCY NAME: Durham County Department of Social Services  
**State Fiscal Year:** SFY 2020-2021

**Fiscal Period:** July 2020 through June 2021



Provider: Durham County Department of Social Services  
County: DURHAM  
Budget Period: July 2020 through June 2021

Division of Aging and Adult Services  
Service Cost Computation Worksheet

F. Subtotal, General Operating Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
G. Subtotal, Other Administrative Cost Not Allocated in Lines II.A through E	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
H. Total Proj. Expenses Prior to Admin. Distribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
I. Distribution of Administrative Cost	\$ (2,431,178)	\$ (1,806,232)	\$ (624,946)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
J. Total Proj. Expenses After Admin. Distribution	\$ 2,431,178	\$ 1,806,232	\$ 624,946	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Services Must Equal

Grand Total	Service	Service	Service	Service	Service	Service	Service	Service	Service	Service	Service	Service	Service	Service	Service	Service
	In-Home Aide-Level II - Personal Care 042	Home Delivered Meals 020	0 #N/A	0 #N/A	0 #N/A	0 #N/A	0 #N/A	0 #N/A	0 #N/A	0 #N/A	0 #N/A	0 #N/A	0 #N/A	0 #N/A	0 #N/A	0 #N/A
\$ 2,431,178	\$ 1,806,232	\$ 624,946	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 116,381	\$ 113,626														
	\$ 15,5200	\$ 5,5000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 2,431,180	\$ 1,806,232	\$ 624,946	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 85,220	\$ -	\$ 85,220	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 2,345,960	\$ 1,806,232	\$ 539,726	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 116,381	\$ 113,626														
	\$ 15,5200	\$ 4,7500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 35,478	\$ 39,886														
		\$ 25														
		\$ 80,903	\$ 73,714													
		\$ 116,381	\$ 113,626													

\* The Division of Aging ARMS deducts reported program income from reimbursement paid to providers. Line III.D indicates the number of units that will have to be produced in addition to those stated on line III.C in order to earn the net revenues stated on line I.C.

**Certification:**

I certify to the best of my knowledge and belief that the information included in the cost computation above is accurate and complies with all laws and regulations. I also understand that material deviations in reported cost information could limit funding, and also result in return of funds if the error or omission results in a higher than actual reported cost.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Information on this form (DAAS-732A) corresponds with information stated on the Provider Services Summary (DAAS-732) as follows:

DAAS-732A	DAAS-732
Line I.A	Col. A
Line I.B	Col. B
Line I.C	Col. C
Line I.D	Col. D
L. I.C+I.D	Col. E
Line III.C	Col. F
Line III.B.5	Col. G
Line III.F	Col. I

**Home and Community Care Block Grant for Older Adults**

Durham County Department of Social Services  
414 E. Main Street  
Durham, NC 27702

**County Funding Plan**
**Provider Services Summary**
**DAAS-732**
**County:** DURHAM

**Budget Period:** July 2020 through June 2021

**Revision #:** **Date:**

Services	Serv. Delivery (Check One)		A				Required Local Match	Net Service Cost	NSIP Subsidy	Total Funding	Projected HCCBG Units	Projected Reimburse Rate*	Projected HCCBG Clients	Projected Total Units
			Block Grant Funding											
	Direct	Purchase	Access	In-Home	Other	Total								
In-Home Aide-Level II - Personal Care		X	\$ -	\$ 495,560	\$ -	\$ 495,560	\$ 55,062	\$ 550,622	\$ -	\$ 550,622	35,478	\$ 15.5200	220	116,381
Home Delivered Meals		X	\$ -	\$ 170,515	\$ -	\$ 170,515	\$ 18,946	\$ 189,461	\$ 85,220	\$ 274,681	39,886	\$ 4.7500	230	113,626
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
Total			\$ -	\$ 666,075	\$ -	\$ 666,075	\$ 74,008	\$ 740,083	\$ 85,220	\$ 825,303	75,365		450	230,007

**\*Adult Day Care & Adult Day Health Care Proj. Service Cost/Rate**

	ADC	ADHC
Daily Care	\$33.07	\$ 40.00
Administrative		
Proj. Reimbursement Rate	\$33.07	\$ 40.00
Administrative %	0.00%	0.00%

Certification of required minimum local match availability.

Required local match will be expended simultaneously  
with Block Grant Funding.

Authorized Signature, Title  
Community Service Provider

Signature, County Finance Officer Date Signature, Chairman, Board of Commissioners Date

**Home and Community Care Block Grant for Older Adults  
Outreach Methodology**

July 2020    through    June 2021

Methodology to Address Service Needs of Low Income (Including Low-Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency (Older Americans Act, Section 305(a)(2)(E))

Community Service Provider: Durham County Department of Social Services

County: DURHAM

The Older Americans Act requires that the service provider attempt to provide services to low-income minority individuals in accordance to their need for aging services. The community service provider shall specify how the service needs of low income, low-income (including low income minority elderly), rural elderly and elderly with limited English proficiency will be met through the services identified on the Provider Services Summary (DAAS-732). This narrative shall address outreach and service delivery methodologies that will ensure that this target population is adequately served and conform with specific objectives established by the Area Agency on Aging, for providing services to low income minority individuals. Additional pages may be used as necessary.

The Durham County Department of Social Services (DCDSS) is a partner with many support agencies throughout the County to work toward meeting the increasing need for Home Delivered Meals and In Home Aid services. As many calls for services come through Adult Protective Services, DCDSS recognizes the need to serve the low-income, minority, elderly population and places these clients as a priority when providing services. Area agencies, programs, and providers frequently rely on DCDSS to provide social service assistance, nutritional, and in home aid services to clients they serve in order for these individuals to be able to remain safely in their homes.



July 2020 through June 2021

**Home and Community Care Block Grant for Older Adults  
Community Service Provider  
Standard Assurances**

Durham County Department of Social Services agrees to provide services through the Home and Community Care Block Grant, as specified on the Provider Services Summary (DAAS-732) in accordance with the following:

1. Services shall be provided in accordance with requirements set forth in:
  - a) The County Funding Plan;
  - b) The Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers; and
  - c) The Division of Aging and Adult Services Standards Manual, Volumes I through IV or at <http://www.ncdhhs.gov/aging/monitor/mpolicy.htm>.

Community service providers shall monitor any subcontracts with providers of Block Grant services and take appropriate measures to ensure that services are provided in accordance with the aforementioned documents.

2. Priority shall be given to providing services to those older persons with the greatest economic or social needs. The service needs of low-income minority elderly will be addressed in the manner specified on the Methodology to Address Service Needs of Low-Income (Including Low Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency format, (DAAS-733).
3. The following service authorization activities will be carried out in conjunction with all services provided through the Block Grant:
  - a) Eligibility determination;
  - b) Client intake/registration;
  - c) Client assessment/reassessments and quarterly visits, as appropriate;
  - d) Determining the amount of services to be received by the client; and
  - e) Reviewing consumer contributions policies with eligible clients.
4. All licenses, permits, bonds, and insurance necessary for carrying out Block Grant Services will be maintained by the community service provider and any contracted providers.
5. As specified in 45 CFR 75, Subpart D-Post Federal Award Requirements, Procurement Standards, community service providers shall have procedures for settling all contractual and administrative issues arising out of procurement of services through the Block Grant. Community service providers shall have procedures governing the evaluation of bids for services and procedures through which bidders and contracted providers may appeal or dispute a decision made by the community service provider.
6. Applicant/Client appeals shall be addressed as specified in Section 7 of the Division of Aging and Adult Services Home and Community Care Block Grant Manual for Community Service Providers, dated February 17, 1997.
7. Community service providers are responsible for providing or arranging for the provision of required local match, as specified on the Provider Services Summary, (DAAS-732). Local match shall be expended simultaneously with Block Grant funding.
8. Community service providers agree to comply with audit and fiscal reporting requirements as specified in the Agreement for the Provision of County-Based Aging Services (DAAS-735).
9. Compliance with Equal Employment Opportunity and Americans with Disabilities Act requirements, as specified in paragraph fourteen (14) of the Agreement for the Provision of County-Based Aging Services (DAAS-735) shall be maintained.

10. Providers of In-Home Aide, Home Health, Housing and Home Improvement, and Adult Day Care or Adult Day Health Care shall sign and return the attached assurance to the area agency on aging indicating that recipients of these services have been informed of their client rights, as required in Section 314 of the 2006 Amendments to the Older Americans Act.
11. Subcontracting – All HCCBG community service providers must assure that subcontractors (for-profit and non-profit entities only) meet the following requirements:
  - a. The subcontractor has not been suspended or debarred. (N.C.G.S. §143C-6-23, 09 NCAC 03M)
  - b. The subcontractor has not been barred from doing business at the federal level.
  - c. The subcontractor is able to produce a notarized ["State Grant Certification of No Overdue Tax Debts."](#)
  - d. All licenses, permits, bonds and insurance necessary for carrying out Home and Community Care Block Grant services will be maintained by both the community service provider and any subcontractors.
  - e. The subcontractor is registered as a charitable, tax-exempt (501c3) organization with the Internal Revenue Service (non-profit subcontractors only).
12. Confidentiality and Security. Per the requirements in 10A NCAC 05J and Section 6 of the Home and Community Care Block Grant Procedures Manual, client information in any format and whether recorded or not shall be kept confidential and not disclosed in a form that identifies the person without the informed consent of the person or legal representative. Community service providers, including subcontractors and vendors, must adhere to all applicable federal, state and departmental requirements for protecting the security and confidentiality of client information including but not limited to appropriately restricting access, establishing procedures to reduce the risk of accidental disclosures from data processing systems, and developing a process by which the Division of Adult Aging Services is notified of suspected or confirmed security incidents and data breaches.
13. Record Retention and Disposition. All community service providers are responsible for maintaining custody of records and documentation to support the allowable expenditure of funds, service provision, and the reimbursement of services. Service providers must adhere to the approved record retention and disposition schedule posted semiannually on the website of the NC Department of Health and Human Services Controller at <http://www.ncdhhs.gov/control/retention/retention.htm>  
Service providers are not authorized to destroy records related to the provision of services under this Agreement except in compliance with the approved DHHS retention and disposition schedule, which allows for the proper destruction of records based on a schedule by funding source and fiscal year. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of record destruction. Confidential records will be destroyed in such a manner that the records cannot be practically read or reconstructed.

---

(Authorized Signature)

(Date)

**Standard Assurance To Comply with Older Americans Act  
Requirements Regarding Clients Rights  
For  
Agencies Providing In-Home Services through the  
Home and Community Care Block Grant for Older Adults**

As a provider of one or more of the services listed below, our agency agrees to notify all Home and Community Care Block Grant clients receiving any of the below listed services provided by this agency of their rights as a service recipient. Services in this assurance include:

- In-Home Aide
- Home Care (home health)
- Housing and Home Improvement
- Adult Day Care or Adult Day Health Care

Notification will include, at a minimum, an oral review of the information outlined below as well as providing each service recipient with a copy of the information in written form. In addition, providers of in-home services will establish a procedure to document that client rights information has been discussed with in-home services clients (e.g. copy of signed Client Bill of Rights statement).

Clients Rights information to be communicated to service recipients will include, at a minimum, the right to:

- be fully informed, in advance, about each in-home service to be provided and any change and any change in service(s) that may affect the wellbeing of the participant;
- participate in planning and changing any in-home service provided unless the client is adjudicated incompetent;
- voice a grievance with respect to service that is or fails to be provided, without discrimination or reprisal as a result of voicing a grievance;
- confidentiality of records relating to the individual;
- have property treated with respect; and
- be fully informed both orally and in writing, in advance of receiving an in-home service, of the individual's rights and obligations.

Client Rights will be distributed to, and discussed with, each new client receiving one or more of the above listed services prior to the onset of service. For all existing clients, the above information will be provided no later than the next regularly scheduled service reassessment.

Agency Name: Durham County Department of Social Services

Name of Agency Administrator: \_\_\_\_\_

Signature: \_\_\_\_\_

(Please return this form to your Area Agency on Aging and retain a copy for your files.)

## CLIENT/PATIENT RIGHTS

1. You have the right to be fully informed of all your rights and responsibilities as a client in the program.
2. You have the right to appropriate and professional care relating to your needs.
3. You have the right to be fully informed in advance about the care to be provided by the agency.
4. You have the right to be fully informed in advance of any changes in the care that you are receiving and to give informed consent to the provision of the amended care.
5. You have the right to participate in determining the care that you will receive and in a change in the nature of the care as your needs change.
6. You have the right to voice your grievances with respect to care that is provided and there will be no reprisal for the grievance expressed.
7. You have the right to expect that the information you share with the agency will be held in strict confidence, to be shared only with your written consent and as it relates to obtaining of other needed community services.
8. You have the right to expect the preservation of your privacy and respect for your personal information.
9. You have the right to receive a timely response to your request for service.
10. You shall be admitted for service only if the agency has the ability to provide safe and appropriate professional care at the level of intensity needed.
11. You have the right to be informed of agency policies, changes, and costs for service.
12. If you are denied service solely on your inability to pay, you have the right to be referred elsewhere.
13. You have the right to honest, accurate information regarding the industry, agency and program in particular.
14. You have the right to be fully informed about other services provided by this agency.



it/patient of

the program.

u may be

filtering the

to expect that

espected and  
to the

roperty.

nd

is.

red

nd of the

.

# Internal Consistency Ch

## Review of Local Match Comparison Input Sheet vs. 732A Cash and In-Kind Totals

In-Home Aide-Level II - Personal Care  
Home Delivered Meals

Match Totals Do Not Match Difference Is-->  
Match Totals Do Not Match Difference Is-->

0 OK  
0 OK

## 732A1 Labor Distribution Schedule Comparison of Assignable Salary To Overall Salary Entered

Total Assignable Salary and Cumulative Salary total for Se

0

# ecks

Difference

(1)

(1)

-

-

-

-

-

-

-

-

-

-

-

-

\$

-