CLIENT REGISTRATION FORM • DAAS 101 (Short Form)

NC Department of Health and Human Services, Division of Aging and Adult Services

Section I: Required for all clients

This Short Form of the DAAS-101Client Registration Form may only be used to register congregate meal and transportation clients. Complete all applicable information below.

- HCCBG congregate nutrition **(180)**, NSIP-only congregate meals **(181)**, congregate liquid nutritional supplement **(182)** – complete Sections I, II, and VII only.
- HCCBG general **(250)** or medical **(033)** transportation – complete Sections I and VII only.

Service Code(s): 033/250	**Region Code:** M	**Provider Code:** 42

1. **Client Status**: *Check the appropriate box(es). Enter the date of client status change.*

☑ New Registration/Activate (Date: _____)

☐ Waiting for Service (complete Section I only): (Date: _____)
Enter waiting for service codes: _____ _____ _____

☐ Change of information (Date: _____)
(Complete Section 1 – Items 2, 4, 5, plus the information that needs to be changed)

☐ Inactive (Date client made inactive and not expected to return: _____)

Enter reason for making client inactive. Make a client inactive only if the person is thought to be permanently leaving the service system. Indicate the reason for making the client inactive below.

If the client is a caregiver receiving FCSP or Project C.A.R.E. services and the reason for making the client inactive relates more to the care recipient's status, check the box for "Care Recipient."

Reason for making client inactive applies to: Client/Caregiver ☐ OR *Care Recipient* ☐

☐ Moved to adult care home/assisted living	☐ Moved out of service area
☐ Alternative living arrangement	☐ Improved function/Need eliminated
☐ Death	☐ Service not needed/wanted
☐ Hospitalization (not expected to return)	☐ Illness (not expected to return)
☐ Nursing home placement	☐ Other (Specify): _____

2. Legal Name, Last First MI Suffix

4. Last 4 digits SSN

Not for data entry -- name person likes to be called, if different from legal name on SS card:

5. Date of Birth

☐ *Check if special eligibility*

3. Street Address

Mailing Address ☐ Same as street address

6. Phone #

City **State** **Zip** **County**

☐ No phone

7. Sex *(check one)*
☐ Female
☐ Male

8. At or Below Poverty Level? *(check one)*
☐ Yes
☐ No

9. Marital Status *(check one)*
☐ Single (never married)
☐ Married
☐ Single (divorced/widowed)
☐ Refused to answer

10. Household Size *(check one)*
☐ Lives alone
☐ 2 in home
☐ 3 or more in home
☐ Group/shared home
☐ Refused to answer

11. Race

	Check the one race with which client most identifies:	*Check all that apply:*
Black or African-American	☐	☐
Asian	☐	☐
American Indian or Alaska Native	☐	☐
White	☐	☐
Native Hawaiian or other Pacific Islander	☐	☐
Unknown/refused	☐	

12. Ethnicity *(Are you of Hispanic or Latino origin?)*
☐ Not Hispanic or Latino
☐ Hispanic Puerto Rican
☐ Hispanic Mexican American
☐ Unreported
☐ Hispanic Cuban
☐ Hispanic Other

13. Primary language spoken in the home:
(see 30 language options in CRF instructions manual)

Name of Emergency Contact: _____ ☐ *Refused to provide emergency contact information*

Day phone no.: _____ Evening phone no.: _____

14. Client's Overall Functional Status: ☐ Well ☐ At risk ☐ High risk

Enter the client's self-reported overall functional status here. If the client receives other services in addition to congregate nutrition and transportation, use the DAAS-101 Long Form to register the client and complete section IV to report functional status.

OVER

Section II: Required only for congregate meals, congregate liquid nutritional supplement, or NSIP-only congregate meals.

15. Nutrition Health Score		Refused to Answer
a. Do you have an illness or condition that made you change the kind and/or amount of food you eat?	☐ Yes ☐ No	☐
b. How many meals do you eat per day?	#	
c. How many servings of fruit per day?	#	
d. How many servings of vegetables per day?	#	
e. How many servings of milk/dairy products per day?	#	☐
f. How many drinks of beer, liquor, or wine do you have every day every day?	#	☐
g. Do you have tooth/mouth problems that make it hard for you to eat?	No	☐
h. Do you always have enough money or food stamps to buy the food you need	☐ No	☐
i. How many meals do you eat alone daily?		☐
j. How many prescribed drugs do you take per day?	#	☐
k. How many over-the-counter drugs do you take per day?	#	☐
l. Have you lost 10 or more pounds in the past 6 months witho	☐ Yes ☐ N	☐
m. Have you gained 10 or pounds in the past 6 months with	☐ Yes ☐ No	☐
n. Are you physically able to shop for yourself?	☐ Yes ☐ No	
o. Are you physically able to cook for yourself?	☐ Yes ☐ No	
p. Are you physically able to feed yourself?	☐ Yes ☐ No	☐

Section VII: REQUIRED FOR ALL CLIENTS

I, the client, understand that the information contained on this form will be kept confidential unless disclosure is required by court order or for authorized federal, state or local program reporting and monitoring. I understand that any entitlement I may have to Social Security benefits or other federal or state sponsored benefits shall not be affected by the provision of the aforementioned information. My signature authorizes the providing agency to begin the service(s) requested.

DATE:_____ **CLIENT SIGNATURE:**_____

DATE:_____ **AGENCY EMPLOYEE SIGNATURE:**_____

Provider Use Only – inital below if no changes:

Registration Update ____/____/____ Staff Initials _____
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