



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

Pat McCrory  
Governor

Aldona Z. Wos, M.D.  
Ambassador (Ret.)  
Secretary DHHS  
Carol H. Steckel, MPH  
Director

**MEMORANDUM**

Date: May 20, 2013

To: CAP/DA Lead Agencies

From: WRenia Bratts-Brown, CAP/DA & PACE Manager *WRB*

Through: Home and Community Care Section-Division of Medical Assistance

Subject: AQUIP/ IT Transition Plan

DMA currently has a contract with the Carolina Centers of Medical Excellence (CCME) to execute an on-line case management tool (AQUIP) for each CAP/DA Lead Agency. This contract will end on May 26, 2013. On May 22, 2013 after twelve noon, access to AQUIP will not be available for use by the Lead Agencies. After May 21, 2013, lead agencies must resume a manual process for capturing assessment data, development of a plan of care and waitlist management. As you are likely aware, DMA has been working with an IT vendor VieBrigde to expand the capacity of e-CAP to accommodate our CAP/DA program. The new IT system will support case management and business processes for all Lead Agencies and providers. We anticipate that e-CAP will be available by July 31, 2013. Training of this new tool will be provided by DMA and begin in early July 2013. Training dates will be announced in mid June.

In the interim (May 22-July 31, 2013), the directives to CAP/DA Lead Agencies include:

1. Attend a mandatory webinar session sponsored by DMA to identify the IT transitional plan. The training dates are: May 23, 2013 and May 24, 2013.
2. Discontinue the upload of assessments, POCs, and waitlist data in AQUIP effective May 20, 2013 at close of business.
3. Print data from AQUIP of all initial and CNR assessments and POCs initiated for the month of May and any other assessment and POC data and place in the beneficiary's record by May 21, 2013 by close of business. This information must be accessible when DMA makes a request.
4. Retrieve from AQUIP and save any useful data (examples: active CAP/DA beneficiary rosters, CNR monthly rosters, waitlist, etc.) that your lead agency routinely uses from AQUIP by May 21, 2013.
5. By May 20, 2013, begin the manual process, until further notice, of capturing assessment data, development of the plan of care on the AQUIP PDF Client Information sheet, Client Data Set and the Plan of Care provided to each lead agency by DMA.
6. Continue to follow the policy for approval authority of assessments and plans for care.

www.ncdhhs.gov • www.ncdhhs.gov/dma  
Tel 919-855-4100 • Fax 919-733-6608

Location: 1985 Umstead Drive • Dorothea Dix Hospital Campus • Raleigh, NC 27603

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6. In a secure e-mail or through fax, forward to DMA each month, until further notice, all manually approved client information pages, assessments and plans of care. The e-mail should be addressed to Dawn Gill at [dawn.gill@dhhs.nc.gov](mailto:dawn.gill@dhhs.nc.gov). If using fax, address to Dawn Gill at fax number is 919-733-2632. One complete package of all your agencies' manual assessments and POCs must be received by DMA on or before 10<sup>th</sup> day of each month.
7. In a secure e-mail or through fax, forward to DMA a spreadsheet of all active beneficiaries (new and ongoing) each month, until further notice. The e-mail should be addressed to Dawn Gill at [dawn.gill@dhhs.nc.gov](mailto:dawn.gill@dhhs.nc.gov). If using fax, address to Dawn Gill at fax number is 919-733-2632. One complete package of all active beneficiaries must be received by DMA on or before the 10<sup>th</sup> day of each month.
8. In a secure e-mail or through fax, forward to DMA a spreadsheet of the names of all individuals on your agency's waitlist in chronological order. This spreadsheet must contain the date of the referral; the date the individual was placed on the waitlist and the individual's waitlisted number. The e-mail should be addressed to Dawn Gill at [dawn.gill@dhhs.nc.gov](mailto:dawn.gill@dhhs.nc.gov). If using fax, address to Dawn Gill at fax number is 919-733-2632. The CAP/DA waitlist must be received by DMA on or before 10<sup>th</sup> day of each month.

The Division of Medical Assistance sincerely appreciates your time and attention to this very important transition of the CAP/DA program.

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