



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

**ROY COOPER** • Governor

**KODY H. KINSLEY** • Secretary

**SUSAN OSBORNE** • Assistant Secretary for County Operations for  
Human Services

April 25, 2022

**DEAR COUNTY DIRECTOR OF SOCIAL SERVICES**

**ATTENTION: CHILD WELFARE PROGRAM MANAGERS AND SUPERVISORS**

**SUBJECT: CHILD WELFARE WORKFORCE DATA COLLECTION**

**REQUIRED ACTION:**  Information Only  Time Sensitive  **Immediate**

**PURPOSE: CHILD WELFARE WORKFORCE DATA COLLECTION FOR JANUARY-MARCH 2022**

The letter is to provide agencies with information on how the 2022 Child Welfare Workforce Data Book will be collected, as well as a guide to assist agencies in its completion. The Child Welfare Data Workbook for January-March 2022 is due to the division by May 15, 2022, with data now being submitted through a survey link.

In 2012, a county workgroup facilitated by the state developed a format for collecting caseload and staffing data monthly. The result was a data collection tool designed to gather critical information useful to agencies in planning and in meeting state and federal reporting requirements. Information provided in these Data Books has been used for a wide variety of activities including program evaluation and establishing funding allocations.

**Completion and Submission of the 2022 Child Welfare Workforce Data**

The January-March 2022 Workforce Data Book information will be submitted through the below link.

<https://surveymax.dhhs.state.nc.us/TakeSurvey.aspx?SurveyID=9IMKmm54>

Starting with April's workforce data book submission, the information will be submitted monthly and be due by the 15<sup>th</sup> of the following month. A reminder email will be sent out at the first of each month with the link. The change to a monthly submission of data through a survey link enables county and Division staff to timelier collect and report needed data.

A list of the questions, guide for completion and tracking document are attached. Please use these documents to prepare for completion of the online survey. Once the survey is started, it must be completed, or it must be started over again. Please take the time to review the

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES**

LOCATION: 820 S. Boylan Avenue, McBryde Building, Raleigh, NC 27603  
MAILING ADDRESS: 2410 Mail Service Center, Raleigh, NC 27699-2410  
www.ncdhhs.gov • TEL: 919-527-6340 • FAX: 919-334-1123

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questions and formulate responses before opening the survey since this will save county and Division staff time.

The Regional Child Welfare Consultants are available to assist with any questions and will be in touch with the staff of counties from whom submissions are not received. The Child Welfare Workforce Data will be used during consultations by the Regional Child Welfare Consultants, at which time any questions can also be addressed.

Thank you for your assistance with this important endeavor. If you have questions, please contact your Regional Child Welfare Consultant or Jennifer Miller, Regional Child Welfare Consultant Manager at 828-430-4150 ([jennifer.miller@dhhs.nc.gov](mailto:jennifer.miller@dhhs.nc.gov)).

Sincerely,



Tammy Shook  
Interim Deputy Director for County Operations

Attachments: Workforce Data Book questions  
Guide for completion of the data book  
County tracking document

Cc: Susan Osborne, Assistant Secretary for County Operations  
Lisa Cauley, Sr. Director of Child, Family, and Adult Services  
Adrian Daye, Deputy Director for Child Welfare Practice  
Carla McNeill, Section Chief for Permanency  
Kathy Stone, Section Chief for Prevention and Safety  
Kimaree Sanders, Interim Section Chief for Regulatory & Licensing  
Jennifer W. Miller, Regional Child Welfare Consultant Manager

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