GUIDE TO COMPLETING THE
CHILD WELFARE WORKFORCE DATA SURVEY
2022

PURPOSE

This survey will gather the same data as (and will, therefore, replace) the Child Welfare Data Book. The Child Welfare Workforce Data Book was developed to collect data that is requested by a wide variety of sources including:

- the Administration for Children and Families,
- the General Assembly,
- researchers, and
- county child welfare agencies.

This data is used for information and planning at the local, state, and federal level. At the state level, this data provides:

- a picture of child welfare services provided in the state
- a means to assessment system needs
- a measure of where state resources should be invested
- a means to identify trends

Locally, this information can be used to provide:

- a monthly overview of child welfare activity in the agency,
- a means to identify strengths and needs in the provision of services
- assess potential issues in workflow before they become problems;
- a means to assure effective use of the child welfare workforce;
- a means to identify local trends in child welfare.

The Data Book can be adapted to facilitate the information gathering within an agency. Please contact Jennifer W. Miller (jennifer.miller@dhhs.nc.gov) for further discussion on means to adapt the Data Books.

SUBMISSION OF DATA

The survey submissions are required to be submitted to the Division of Social Services as noted below:

- January-March 2022 must be submitted by May 15, 2022.
- Starting with April, data will be submitted monthly and due by the 15th of the following month.

Users will not be able to save a survey submission and come back to complete it later; each submission will need to be completed in one sitting. Therefore, a workbook is available to staff that allows them to gather their responses at their own pace and then refer to it as they fill out the online survey. This is a tool the counties **can** use but are **not** required to complete.

Keep in mind that if there are multiple submissions for the same county, only the most recent submission will be kept.

TIMELINESS

Timely submission of the data is critical to make this information valuable. All the data is relational: it needs a context for appropriate interpretation. The context is the data from all 100 counties. Having the

data submitted timely will enable the Division to share data to assist counties in interpreting and understanding individual county data in the context of the larger system.

FULL TIME EQUIVALENTS (FTE's)

Full Time Equivalents, or FTE's, are the units of measure that is used in this Report. FTE's are **not people** in child welfare positions, but the **positions** that are budgeted for child welfare. These are best observed on your agency's organizational chart as the boxes with the position titles in them.

An FTE can be divided among a number of functions in Child Welfare. In some instances, the FTE breakdown can best be derived by looking at the **time assigned** to tasks.

For example, the 5 FTE's in a unit that does CPS Assessments may cover CPS Intake and complete Assessments. Each Assessor may be assigned to cover Intake 1 day per week and spends half that day actually doing Intake. The breakdown would look like this:

Total time for an FTE:	40 hours
Time doing CPS Intake:	4 hours or 10%
Time doing CPS Assessments:	36 hours or 90%

So, if you have a unit of 5 FTE's that do these tasks, record
for CPS Intake .5 (or 10% of 5 FTE's)
for CPS Assessments 4.5 (or 90% of 5 FTE's)

In other instances, it may be easier to calculate the breakdown of a multi-function FTE by looking at the **workload size**. For example, an FTE that manages a blended Foster Care and Adoption caseload carries 10 children whose parental rights are intact and 5 whose parental rights are terminated, and the plan is adoption. The breakdown would look like this:

Foster Care: 10 children/15 children standard = 67%
Adoption: 5 children/15 children standard = 33%

For this FTE, record
Foster Care .67 FTE
Adoption: .33 FTE

In agencies in which child welfare workers carry multiple types of cases, calculate the FTE's as close as possible to the percentages of the caseloads.

FORMAT

The survey has 8 pages: 1 instructional page, 1 page for the report details (specific to each submission), 5 pages to report on county workloads and staff loads, and 1 page for the user to enter their email if they would like a copy of their responses sent to them.

INSTRUCTIONS FOR COMPLETING THE ONLINE SURVEY

A quick guide for understanding the data required in each question within the survey is attached below (Page 1 is a set of instructions that does not require a response, so this guide starts with Page 2).

Page 2, Report Details:	
Question Title	Description
Select a County:	Select the county you are reporting on from the dropdown menu.
Page 3, County Workload	
Section: CPS Intake Reports	
Total number of CPS reports received during each month of the quarter	This is the total number of CPS reports the agency receives in the month that required screening decisions. Include reports received in which the child, parent, or caretakers reside in another county. Do NOT include reports received and accepted in other counties on behalf of your county in accordance with CPS policy. Do NOT include requests for assistance from other counties.
Total number of CPS reports screened in during each month of the quarter	This is the number of reports that were accepted for assessment during the month. Include reports accepted and sent to another county in accordance with CPS policy.
Section: Assessments (Cases/Families)	
Total number of assessment cases open on the last day of each month of the quarter	This is the total number of assessments/cases in the agency open on the last day of month for which an assessment decision is yet to be made by the agency. Do <u>NOT</u> include assists in which you are actively providing 210 services at the request of another county who continues to maintain case management responsibility for the CPS assessment. This will be counted elsewhere.
Number of Intercounty or Interstate assessment cases in which assistance was active on the last day of each month of the quarter	This is the number of requests for CPS assistance from other counties or states which are active on the last day of the month for which the other county or state is responsible for case management.
Section: In-Home (Cases/Families)	
Total number of in-home cases open on the last day of each month of the quarter	This is the total number of In-Home cases in the agency open on the last day of month for which the agency is responsible for case planning. Include cases open for after care services following a foster care episode to prevent re-entry into foster care or who may be at risk of maltreatment or who may be at risk of maltreatment or cases which could be referred to as supervision in which the children are residing in their intended permanent home (kinship care or parents). Do NOT include assists in which you are actively providing 215 services at the request of another county who continues to maintain

	case management responsibility for the CPS In Home Services. This will be recorded elsewhere.
Number of Intercounty or Interstate in-home cases in which assistance was active on the last day of each month of the quarter	This is the number of case requests for CPS In Home assistance you received from other counties that were active on the last day of the month. In this situation, the other county maintains case management responsibility.

Section: Foster Care (Children)	
Total number of children with an open foster care case on the last day of each month of the quarter	This is the total number of children open for foster (FC0-17 only) care case management services in the agency on the last day of the month and is in the custody of the county. Each child has an open DSS-5027 and DSS-5094. Do NOT include assists in which you provide services locally during the month while collaborating with other counties who maintain case management responsibility. That will be recorded elsewhere. Do not include children who are included in the Adoption count in the next section.
Number of Intercounty or Interstate children in foster care in which assistance was active on the last day of each month of the quarter	This is the number requests for foster care assistance you are managing on the last day of the month from other counties or through Interstate Compact on Placement of Children. In this situation, the other county or state maintains case management responsibility for the child in custody.

Section: Adoptions (Children)	
Total number of children with an open Adoption case on the last day of each month of the quarter	This number is the total number of children open for adoption case management services that are in the legal custody of your agency and have an open 5027 on the last day of the month. Children are counted here when parental rights are terminated, and the children are available for adoption or in adoptive placements. Do NOT include assists in which you provide services locally during the month while collaborating with other counties or states (through ICPC) who maintain case management responsibility. Do not count children recorded under Foster Care in the section above.
Number of Intercounty or Interstate children with an adoption case in which assistance was active on the last day of each month of the quarter	This is the number of requests for assistance for adoption services to children being managed by your agency on the last day of the month from other counties or through ICPC. In this situation, the other county or state maintains case management responsibility.

Section: Foster Care 18-21 (Young Adults)	
Total number of young adults with an open foster care 18-21 case on the last day of each month of the quarter	This is the total number of young adults served in Foster Care 18 – 21 that have an open case on the last day of the month.

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Number of Intercounty or Interstate young adults in foster care 18-21 in which assistance was active on the last day of each month of the quarter	This is the number of requests for assistance on FC 18 - 21 services to young adults being managed by your agency on the last day of the month from other counties. In this situation, the other county maintains case management responsibility.
Page 4, County Workload (cont.)	

Training of Foster/Adoptive Families	This is the total number of families who were in formal training during the month, including
	    - families in pre-service training such as MAPP-GPS or Deciding Together
	    - or any in service training required to maintain foster care licensing or adoption certification.

Licensing and Supervision of Foster/Adoptive Families	This is the total number of families who are:
	    - **licensed foster families** on the last day of the month
	    - **certified for adoption** on the last day of the month
	    - **completing a home study** for foster home licensing or adoption certification in the month.
	    - completing an **ICPC home study** which is incomplete on the last day of the month
	    - **kinship care when** the family is actively **pursuing foster home licensing or adoption certification**
	
	Do <u>NOT</u> count families when:
	    - the ICPC home study was completed before the end of the month
	    - the kinship care family does not intend to pursue foster home licensing or adoption certification
	    - temporary safety resources; or
	    - the placement is the parent or caretaker from whom the child was removed.

Other Home Studies	This is the total number of families for whom home studies were begun for reasons other than kinship or safety placements, foster home licensing, or adoption certification. This includes: - non fee stepparent/ relative adoptions, - civil court home studies, - other non-fee adoption home studies. Do not count studies that were initiated in prior months or for which fees were charged, assessments of safety or kinship care placements, foster home licensing or adoption certification.
Prevention Services (Cases/Families)	This is the total number of families being served on the last day of the month for voluntary services including Family Support Services, other applicable prevention service, or provide MAC activities. This includes "third track" cases.
Page 5, Worker Staffing	
Section: CPS Intake	
Total budgeted FTE's	Record the number of FTE's budgeted for CPS Intake (211). Record percentages as decimals. Remember that FTE's can have many

	roles, such as CPS Assessment SW's also taking turns at intake. Use only the percentages that the FTE's actually perform that function. DO NOT include FTE's classified as other than social worker.
Budgeted FTE's Unavailable 2+ Weeks	Of the total budgeted FTE's for Intake, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month. Record percentages as decimals. DO NOT include unavailability due to vacation or annual leave.
Section: Assessments	
Total budgeted FTE's	Record the number of FTE's budgeted for CPS Assessments (210). Record percentages as decimals. Remember that FTE's can have many roles, such as CPS Assessment SW's also taking turns at intake. Use only the percentages that the FTE's actually perform that function. DO NOT include FTE's classified as other than social worker.
Budgeted FTE's Unavailable 2+ Weeks	Of the total budgeted FTE's for Assessments, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month. Record percentages as decimals. DO NOT include unavailability due to vacation or annual leave.
Section: In-Home	
Total budgeted FTE's	Record the number of FTE's budgeted for CPS In Home Services (215). Record percentages as decimals. Remember that FTE's can have many roles, such as CPS Assessment SW's also taking turns at intake. Use only the percentages that the FTE's actually perform that function. DO NOT include FTE's classified as other than social worker.
Budgeted FTE's Unavailable 2+ Weeks	Of the total budgeted FTE's for In Home Services, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month. Record percentages as decimals. DO NOT include unavailability due to vacation or annual leave.
Section: Foster Care	
Total budgeted FTE's	Record the number of FTE's budgeted for Foster Care Services (109). Record percentages as decimals. Remember that FTE's can have many roles, such as CPS Assessment SW's also taking turns at intake. Use only the percentages that the FTE's actually perform that function. DO NOT include FTE's classified as other than social worker.
Budgeted FTE's Unavailable 2+ Weeks	Of the total budgeted FTE's for Foster Care Services, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month. Record percentages as decimals.

	DO NOT include unavailability due to vacation or annual leave.
Section: Adoptions	
Total budgeted FTE's	Record the number of FTE's budgeted for Adoptions services (009) to children in the custody of the agency or another county. Record percentages as decimals. Remember that FTE's can have many roles, such as CPS Assessment SW's also taking turns at intake. Use only the percentages that the FTE's actually perform that function. DO NOT include FTE's classified as other than social worker.
Budgeted FTE's Unavailable 2+ Weeks	Of the total budgeted FTE's for Adoption Services, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month. Record percentages as decimals. DO NOT include unavailability due to vacation or annual leave.
Section: Foster Care 18-21	
Total budgeted FTE's	Record the number of FTE's budgeted for Foster Care 18-21. Record percentages as decimals. Remember that FTE's can have many roles, such as CPS Assessment SW's also taking turns at intake. Use only the percentages that the FTE's actually perform that function. DO NOT include FTE's classified as other than social worker.
Budgeted FTE's Unavailable 2+ Weeks	Of the total budgeted FTE's for Foster Care 18-21, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month. Record percentages as decimals. DO NOT include unavailability due to vacation or annual leave.
Section: Training of Foster/Adoptive Homes	
Total budgeted FTE's	Record the number of FTE's budgeted for Training Foster/Adoptive Families (014, 102). Record percentages as decimals. Remember that FTE's can have many roles, such as CPS Assessment SW's also taking turns at intake. Use only the percentages that the FTE's actually perform that function. DO NOT include FTE's classified as other than social worker.
Budgeted FTE's Unavailable 2+ Weeks	Of the total budgeted FTE's for Training Foster/Adoptive Families (014, 102), record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month. Record percentages as decimals. DO NOT include unavailability due to vacation or annual leave.
Section: Licensing & Supervision of Foster/Adoptive Families	
Total budgeted FTE's	Record the number of FTE's budgeted for licensing and supervising Foster Homes and approving and supervising Adoptive Homes (011, 103). This includes all licensed foster homes and active certified adoptive families, and all families in the study process for foster care licensing or completing a Pre-placement Assessment. Record percentages as decimals. Remember that FTE's can have

	many roles, such as CPS Assessment SW's also taking turns at intake. Use only the percentages that the FTE's actually perform that function. DO NOT include FTE's classified as other than social worker.
Budgeted FTE's Unavailable 2+ Weeks	Of the total budgeted FTE's for License Foster Homes/ Approve Adoptive Homes (011,103), record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month. Record percentages as decimals. DO NOT include unavailability due to vacation or annual leave.
Section: Other Home Studies	
Total budgeted FTE's	Record the number of FTE's budgeted for Other Home Studies. Record percentages as decimals. Remember that FTE's can have many roles, such as CPS Assessment SW's also taking turns at intake. Use only the percentages that the FTE's actually perform that function. DO NOT include FTE's classified as other than social worker.
Budgeted FTE's Unavailable 2+ Weeks	Of the total budgeted FTE's for Other Home Studies, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month. Record percentages as decimals. DO NOT include unavailability due to vacation or annual leave.
Section: Prevention Services	
Total budgeted FTE's	Record the number of FTE's budgeted for Prevention Services. Record percentages as decimals. Remember that FTE's can have many roles, such as CPS Assessment SW's also taking turns at intake. Use only the percentages that the FTE's actually perform that function. DO NOT include FTE's classified as other than social worker.
Budgeted FTE's Unavailable 2+ Weeks	Of the total budgeted FTE's for Prevention Services, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month. Record percentages as decimals. DO NOT include unavailability due to vacation or annual leave.
Section: Dedicated Social Workers for After Hours Duty	
Total budgeted FTE's	Record the number of FTE's budgeted for Dedicated After Hours Social Workers who do not carry caseloads. Record percentages as decimals. Remember that FTE's can have many roles, such as CPS Assessment SW's also taking turns at intake. Use only the percentages that the FTE's actually perform that function. DO NOT include FTE's classified as other than social worker.
Budgeted FTE's Unavailable 2+ Weeks	Of the total budgeted FTE's for Dedicated After Hours Social Workers, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other

	temporary assignments for more than 2 weeks in the month. Record percentages as decimals. DO NOT include unavailability due to vacation or annual leave.
Section: LINKS	
Total budgeted FTE's	Record the number of FTE's budgeted for LINKS. Record percentages as decimals. Remember that FTE's can have many roles, such as CPS Assessment SW's also taking turns at intake. Use only the percentages that the FTE's actually perform that function. DO NOT include FTE's classified as other than social worker.
Budgeted FTE's Unavailable 2+ Weeks	Of the total budgeted FTE's for LINKS, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month. Record percentages as decimals. DO NOT include unavailability due to vacation or annual leave.
Section: Facilitators	
Total budgeted FTE's	Record the number of FTE's budgeted for Facilitators. Record percentages as decimals. Remember that FTE's can have many roles, such as CPS Assessment SW's also taking turns at intake. Use only the percentages that the FTE's actually perform that function. DO NOT include FTE's classified as other than social worker.
Budgeted FTE's Unavailable 2+ Weeks	Of the total budgeted FTE's for Facilitators, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month. Record percentages as decimals. DO NOT include unavailability due to vacation or annual leave.
Page 6, Supervision	
Section: Child Protective Services (includes CPS Intake, Assessment, and In-Home services)	
Total budgeted Supervisor FTE's	Record the number of Supervisor FTE's budgeted for CPS Intake, Assessment, and In-Home services. Record percentages as decimals.
Budgeted Supervisor FTE's Unavailable 2+ Weeks	Of the total budgeted Supervisor FTE's for Intake, Assessment, and In-Home services, record the number of Supervisor FTE's that were unavailable due to vacancies, FMLA, suspensions, or reassignment for more than 2 weeks in the month. Record percentages as decimals. DO NOT include unavailability due to vacation or annual leave.
Section: Foster Care and Adoption Services	
Total budgeted Supervisor FTE's	Record the number of Supervisor FTE's budgeted for Foster Care and Adoption Services. Record percentages as decimals.
Budgeted Supervisor FTE's Unavailable 2+ Weeks	Of the total budgeted Supervisor FTE's for Foster Care and Adoption Services, record the number of Supervisor FTE's that were unavailable due to vacancies, FMLA, suspensions, or reassignment for more than 2 weeks in the month. Record percentages as decimals.

	DO NOT include unavailability due to vacation or annual leave.
Section: Foster/Adoptive Training, Licensing & Supervision (includes training, studying, licensing and supervising foster and adoptive families)	
Total budgeted Supervisor FTE's	Record the total number of supervisor FTE's supervising the workers responsible for the recruitment, training, approving, licensing, and supervising foster and adoptive families. Record percentages as decimals.
Budgeted Supervisor FTE's Unavailable 2+ Weeks	Of the total budgeted Supervisor FTE's for recruitment, training, approving, licensing, and supervising foster and adoptive families, record the number of Supervisor FTE's that were unavailable due to vacancies, FMLA, suspensions, or reassignment for more than 2 weeks in the month. Record percentages as decimals. DO NOT include unavailability due to vacation or annual leave.
Section: Other Functions (includes supervision of functions other than the service areas above)	
Total budgeted Supervisor FTE's	Record the number of Supervisor FTE's budgeted for Other Functions (includes supervision of functions other than the service areas above). Record percentages as decimals.
Budgeted Supervisor FTE's Unavailable 2+ Weeks	Of the total budgeted Supervisor FTE's for Other Functions, record the number of Supervisor FTE's that were unavailable due to vacancies, FMLA, suspensions, or reassignment for more than 2 weeks in the month. Record percentages as decimals. DO NOT include unavailability due to vacation or annual leave.
Page 7, Quality Assurance	
Number of budgeted FTE's whose primary function is Quality Assurance	This is the total number of FTE's whose primary responsibility is reviewing data and records in child welfare to assure compliance with state law, rule, and policy in practice, including staff involved with record reviews for the CFSR.
Number of budgeted Supervisor FTE's dedicated to Quality Assurance	This is the total number of supervisor FTE's whose primary responsibility is supervision of the quality assurance staff above.
Page 8, Optional Email Entry	
(Optional) Enter your email address if you would like a copy of your responses to this survey. If you do not want this sent to you, skip this question and press "Done" below to finish and submit your survey.	Until now, you have been able to review what you submitted anytime in your Excel spreadsheet. Since that option is no longer available, you have the option of having your responses sent to your email for your records. You DO NOT have to enter your email; you can skip this question if you would like.