



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

SUSAN G. OSBORNE • Assistant Secretary for Human Services

March 28, 2023

**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: Collection of 2023 Child Welfare Workforce Data**

In 2012, a county workgroup facilitated by the state developed a format for collecting caseload and staffing data on a monthly basis. 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 2023 Child Welfare Workforce Data**

In late 2022, the platform that the North Carolina Department of Social Services (NCDSS) used to collect the Child Welfare Workforce Data experienced technical issues that were not able to be resolved. A new platform has been created and is now available to collect the Data Workbooks.

The link is: [WorkForce Survey](#). This link is available now to enter data for 2023.

**If you have already submitted data for January and February 2023 using the spreadsheet that was used to collect data, you DO NOT need to re-enter that information. If you have not submitted those months, please use the new link for those months as well.**

Attached to this letter are detailed instructions for completing the survey. Please keep in mind, if you need to submit information for January and February, you will need to do a separate submission for each month.

In addition:

- January-March 2023 must be submitted by April 15, 2023.
- Starting with April, data must be submitted monthly and due by the 15<sup>th</sup> of the following month.

The Regional Child Welfare Consultants are available to assist with any questions and will follow up with staff of counties from whom submissions are not received. The Child Welfare Workforce Data will be used during meetings with the Regional Child Welfare Consultants, at which time additional questions can be addressed.

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

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Thank you for your assistance with this important endeavor. If you have questions, please contact your Regional Child Welfare Consultant.

Sincerely,

*Peter L. West*

Peter L. West, ThM.  
Section Chief for County Operations  
Division of Social Services  
North Carolina Department of Health and Human Services

Cc: Susan Osborne, Assistant Secretary for Human Services  
Lisa T. Cauley, Senior Director for Human Services  
Adrian Daye, Deputy Director for Child Welfare Practice  
Tammy Shook, Interim Deputy Director for County Operations/Regulatory & Licensing  
Kathy Stone, Section Chief for Safety and Prevention Services  
Kimaree Sanders, Interim Section Chief for Regulatory & Licensing  
Carla McNeill, Section Chief for Permanency Planning

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