



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Social Services

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

SUSAN OSBORNE • Assistant Secretary for Human Services

April 25, 2023

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

ATTENTION: DIRECTORS, CHILD WELFARE PROGRAM ADMINISTRATORS, MANAGERS, AND SUPERVISORS AND SOCIAL WORKERS

SUBJECT: CRIMINAL HISTORY RECORD INFORMATION (CHRI) FOR POTENTIAL ADOPTIVE PARENTS

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

The North Carolina Division of Social Services (NCDSS) is working collaboratively with the Division of Child Development and Early Education to provide updates and changes to accessing the Criminal History Record Information (CHRI) for potential adoptive parents.

A recent audit conducted revealed a compliance issue with the release of CHRI, where it was determined that some employees have access to the CHRI without the appropriate training. The Criminal Justice Information Services security policy have defined CHRI as:

“information is considered CHRI if it is transferred or reproduced directly from CHRI received as a result of a national FBI check and associated with the subject of the record. This includes information such as conviction/disposition data as well as identifiers used to index records regardless of format. Examples of formal and informal products or verbalizations include: correspondence such as letters and e-mails; documents such as forms and hand-written notes; conversations either in person or by telephone; and data fields such as those stored in database tables or spreadsheets. Information is considered CHRI if it confirms the existence or nonexistence of CHRI.”

Due to these compliance issues, all staff of every public and private child-placing agency, who are accessing the CHRI, will be required to take the mandated training immediately. This includes all staff providing adoption services; who participates in adoption team meetings, or who reviews and evaluates CHRI.

NCDSS will maintain a master listing of all staff who are designated to participate in the required training. To help NCDSS maintain the master listing, please identify the name, position, title, email, and physical address on the excel spreadsheet provided entitled County Designated Staff (CHRI). The employee designated to complete the mandated training must complete the attached NCSBI Receipt CHRI Form. It is recommended to complete the form electronically if that capacity is available to you through Adobe.

Procedures for Submitting the North Carolina State Bureau of Investigation (NCSBI) Form:

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

LOCATION: 820 S. Boylan Avenue, McBryde Building, Raleigh, NC 27603

MAILING ADDRESS: 2409 Mail Service Center, Raleigh, NC 27699-2409

www.ncdhhs.gov • TEL: 919-527-6390 • FAX: 919-733-3052

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- Once all designated employees in each agency have completed the form, send them in one consolidated email to Mary.Mackins@dhhs.nc.gov along with the County Designated Staff (CHRI) excel spreadsheet by May 12, 2023. The subject line of your email should include Your County Name-CHRI Forms.
- Once all CHRI forms are received, each employee will receive a notification from Criminal Justice Information Service (CJIS) Online (cjisonline.com) to complete online training. At the conclusion of the online training and testing, a certificate will be made available.

When all designated employees in each county have completed the training, the county should send all certificates together to DHHS.CBC.Adoption@dhhs.nc.gov. Upon receipt of the certificates, the employees will be authorized to receive CHRI. To assist with the implementation of the recent policy changes, two sessions will be offered to answer questions and/or address concerns. The sessions will be held:

May 1, 2023 10:00 AM—10:45 AM

May 3, 2023 2:00 PM—2:45 PM

Please register for these sessions using the link below:

<https://attendee.gototraining.com/rt/6394667698720434690>

If you have any questions concerning the requested information, please contact Interim Adoption Manager Mary Mackins at Mary.Mackins@dhhs.nc.gov.

Sincerely,

Carla McNeill

Carla McNeill, MSW
Section Chief for Permanency Planning
Division of Social Services, Child Welfare
North Carolina Department of Health and Human
Services

Cc: Susan Osborne, Assistant Secretary for Human Services
Lisa Tucker Cauley, Senior Director of Child, Family and Adult Services
Adrian Daye, Deputy Director for Child Welfare Practice
Tammy Shook, Interim Deputy Director for County Operations
Kathy Stone, Section Chief for Safety and Prevention Services
Kimaree Sanders, Interim Section Chief for Licensing and Regulatory
Peter West, Section Chief for County Operations

CWS-23-23

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