



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor
KODY H. KINSLEY • Secretary
SUSAN G. OSBORNE • Assistant Secretary for Human Services

July 27, 2022

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

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

SUBJECT: CHILD PLACEMENT AND PAYMENT SYSTEM/DSS-5094 - ENTRY OF LIVING ARRANGEMENT STATUS CHANGES

REQUIRED ACTION: Information Only Time Sensitive Immediate

PURPOSE

North Carolina Child Welfare and the Child Welfare Business Intelligence Team are working together to identify data quality issues that negatively affect the State's ability to accurately report child welfare activities. We have found that some foster care records entered into the Child Placement and Payment System (CPPS)/DSS-5094 include new monthly living arrangement entries when no change in living arrangement status has occurred. This negatively effects the State's ability to report child welfare activities in many ways, including the following:

- Family First Preventive Services Act: NC is unable to calculate the true duration and frequency of a child's placement(s) in congregate care settings.
- Child and Family Services Review (CFSR) – Placement Stability: NC is unable to efficiently determine the number of placement changes that occurred during a reporting period.
- Adoption and Foster Care Analysis and Reporting System (AFCARS): NC is unable to accurately determine the true begin date for the most current placement setting during a reporting period.

We understand that counties may be following guidance previously submitted by the NC DHHS Controller's Office several years ago. However, current guidance provided in the NC DSS Child Placement and Payment System (CPPS) Manual Appendix 2 states the following on page 27.

New data must be entered every time a living arrangement, progress towards permanence, beginning date, ending date, or facility ID changes.

<https://policies.ncdhhs.gov/divisional/social-services/child-welfare/policy-manuals/modified-manual-1/appendix-2-cpps-1.pdf>

Please, only submit CPPS/DSS-5094 living arrangements when there is a change in any of statuses noted in the policy text above.

Additionally, when considering the appropriate living arrangement code to use, it is crucial to consider all codes and their descriptions thoroughly before using code 99 – other. There are limited circumstances that would fall under code

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99. This will further assist in reporting accurate data regarding the living arrangements for children in foster care in North Carolina.

Should you have questions, please contact your assigned Regional Child Welfare Consultant.

Sincerely,

Peter L. West

Peter L. West
Section Chief for County Operations

cc: Lisa Cauley, Senior Director for Child, Family and Adult Services
Rob Morell, Director for Human Services Business Information & Analytics
Adrian Daye, Deputy Director for Child Welfare Practice
Tammy Shook, Interim Deputy Director for County Operations
Carla McNeil, Section Chief for Permanence
Kathy Stone, Section Chief for Safety and Prevention
Kimaree Sanders, Interim Section Chief for Regulatory and Licensing

CWS-39-2022