



10-28-2024

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

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

SUBJECT: UPDATES TO APPENDIX 2 CPPS MANUAL

PURPOSE/BACKGROUND: UPDATES TO 5094 LIVING ARRANGEMENT CODES

REQUIRED ACTION: [] Information Only [] Time Sensitive [X] Immediate

The North Carolina Division of Social Services (NCDSS) is releasing this letter to announce the revision and release of the Appendix 2. Child Placement and Payment System (CPPS) Manual for policy clarity and data cleanup purposes.

The following five living arrangement types in Field 45 of the DSS-5094 have new code numbers:

Table with 3 columns: Living Arrangement Type, Old Code, New Code. Rows include Family Foster Home, Adoptive Home, Group Home - DSS/Residential Child Care Facility, Group Home - Mental Health Treatment Home, and Psychiatric Residential Treatment Facility (PRTF).

Next Steps

Counties using the CWIS system for foster care must follow the steps below:

- 1. Counties should review the living arrangements for all clients placed in the living arrangement type "Other." If possible, the living arrangement should be updated to reflect a more suitable living arrangement. All living arrangement names and definitions can be found in the Appendix 2. Child Placement and Payment System (CPPS) Manual.

Counties using the Legacy/Child Placement and Payment System (CPPS) must follow the steps below on or after 10/29/24:

- 1. Counties will need to identify ALL placements currently using the old codes. The DHRPQ PQA084 QUARTERLY CASE LIST report may be helpful, but all open DSS-5094 forms should be reviewed.
2. After 10/18/24 when September service month has been processed, update to the new code by closing the open living arrangement entry using 9/30/24 and beginning the new living arrangement on 10/1/24.

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

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3. A new living arrangement line with the revised code should be added. (*Refer to Living Arrangement Section of [Appendix 2. Child Placement and Payment System \(CPPS\) Manual](#) for step-by-step process for updating living arrangements.*)
4. When adding the new line, agencies should review the appropriate choices for field #46. Assuming the client did not actually move on 10/01/2024 -
 - a. New code 86 may require the use of 3 in field #46, depending on the plan goal for the client.
 - b. All other codes would require the use of 4 in field #46.
5. ALL updates of the old living arrangement codes MUST be moved to the new code numbers **by 11/19/24**. Once the old code numbers are removed from CPPS, neither county nor state staff will have the ability to update the 5094 living arrangement.
6. In addition, counties should review the living arrangement codes for all clients placed in the living arrangement type "Other – 99". If possible, forms should be updated to reflect a more suitable living arrangement code.

New codes are effective 10/1/24 for all placements. A 5094 Desk Reference Guide for counties using the CPPS has been attached for reference.

The living arrangement information is critical. It is the key to ensuring client placement data is appropriately reflected and reported to the state. As always, living arrangement changes **should be updated in the state system within three working days.**

An office hours webinar will be held November 7th from 11am-12pm to review this process and answer any questions. Please register at the link below. After registering, you will receive a confirmation email containing information about joining the webinar.

- <https://attendee.gotowebinar.com/register/5097573843664465498>

For assistance in determining which children need to move to the new codes, please reach out to your Regional Child Welfare Consultant.

For other questions, please contact the NCDSS Foster Care Coordinator, Jessica Frisina at Jessica.Frisina@dhhs.nc.gov.

Sincerely,



Adrian W. Daye, MSW
 Deputy Director for Child Welfare Practice
 Division of Social Services, Child Welfare
 North Carolina Department of Health and Human Services

Cc: Lisa Tucker Cauley, Division Director of Human Services, Child, Family and Adult, Regional Support
 Donna Fayko, Interim Deputy Director for County Operations
 Ben Rose, Lead Regional Director
 Kathy Stone, Section Chief for Safety and Prevention Services
 Kimaree Sanders, Section Chief for Regulatory and Licensing
 Peter West, Section Chief for County Operations
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1. 5094 Desk Reference 2024'10

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