



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

SUSAN G. OSBORNE • Deputy Secretary for Opportunity and Well-Being

November 28, 2023

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES PARTICIPATING IN PHASE ONE OF THE INTAKE ROLL OUT

ATTENTION: DIRECTORS, CHILD WELFARE PROGRAM ADMINISTRATORS, MANAGERS, SUPERVISORS, AND SOCIAL WORKERS PARTICIPATING IN PHASE ONE OF THE INTAKE ROLL OUT

SUBJECT: CONTINUING PREPARATION FOR INTAKE ROLL OUT

REQUIRED ACTION: Information Only Time Sensitive Immediate

NCDSS is committed to ensuring that counties are provided with support in implementing tools and practice designed to improve child welfare delivery within the county. As the Child Welfare Services Team continues to prepare for the release of the new Intake Screening and Response Structured Decision Making (SDM) Tool within the Child Welfare Information System (CWIS), we want to ensure that counties remain engaged and abreast of changes which we anticipate will result in an Intake tool which is easier to use, as well as provides more accuracy, consistency, and equitable screening decisions.

We have built an Intake `refresher` component within the Learning Gateway that county users will be able to self-register and access at their convenience. The Intake refresher module will include:

- Video “walk-through” of the new Intake tool functionality in the system
- Intake Policy Alignment FAQ from the webinar & office hours
- A copy of the Intake process flow
- Policy & procedures manual (SDM Intake Manual)
- Hands on practice scenarios
- Link to the UTT environment for system practice

Additionally, NCDSS has partnered with Evident Change to offer Office Hours to review Provisional Harm and Worry Statements that will be held on **December 7, 2023 from 10-11am** and **December 13, 2023 from 11-12pm** to provide workers with a chance to re-acquaint themselves prior to use of the new SDM tool. Please see the links below to attend:

December 7, 2023: <https://us06web.zoom.us/j/85843366482> Meeting ID: 858 4336 6482

December 13, 2023: <https://us06web.zoom.us/j/88429504078> Meeting ID: 884 2950 4078

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

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

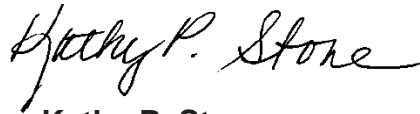
MAILING ADDRESS: 2401 Mail Service Center, Raleigh, NC 27699-2401

www.ncdhhs.gov • TEL: 984-279-4220 • FAX: 919-334-1018

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

If you have any questions, please contact Amanda Hubbard at Amanda.Hubbard@dhhs.nc.gov, DSS HS Program Consultant, or your Regional Child Welfare Specialist.

Sincerely,



Kathy P. Stone

Section Chief for Safety and Prevention
North Carolina Division of Social Services

Cc: Lisa Tucker Cauley, Senior Director for Child, Family and Adult Services
Adrian Daye, Deputy Director for Child Welfare Practice
Katie Swanson, Deputy Director for County Operations
Carla McNeil, Section Chief for Prevention and Safety
Peter West, Section Chief for County Operations
Kimaree Sanders, Section Chief for Regulatory and Licensing

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