North Carolina Department of Health and Human Services
Division of Social Services

October 21, 2002

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

SUBJECT: **Central Registry Data in the Data Warehouse**

Data from the North Carolina Central Registry of Child Abuse and Neglect has recently been added to the Client Services Data Warehouse. The Data Warehouse provides a more convenient access for analysis of the information contained in the Central Registry, as well as Services Information System (SIS), Work First (TANF), Food Stamps (FSIS), and other program data. The information contained in the Data Warehouse is simply a copy of transaction data specifically structured for querying and reporting. By including Central Registry information in the Data Warehouse, county DSS agencies now have a more powerful, user friendly tool on their desktops which provides greater analytical capabilities for CPS patterns and trends in your respective counties. The Data Warehouse is available 24 hours a day, 7 days a week, and can be accessed from any location that has Internet access.

Security access to the Central Registry data in the Data Warehouse will be managed through your agency's security officer in the same manner as access to other state information systems. By submitting an employee's name for authorization to access the Data Warehouse, your agency is certifying that the employee has signed a Confidentiality Agreement, and you as the agency Director are authorizing this individual to access confidential information on your behalf. If you do not have a signed Confidentiality Agreement on file for the employee, you are required to obtain that document prior to granting access to any employee. The Division will assume you have those agreements when the name is submitted for access by your security officer to the Help Desk.

The Client Services Data Warehouse development team tells us that learning to use the Data Warehouse is "...a lot like learning to drive a car. You will need a little instruction and a reasonable amount of practice before you become proficient." The query tools are windows-based and relatively easy to learn. However, PC literacy and knowledge of the Central Registry data is useful in learning to build new queries. The Data Warehouse team will be offering training specifically targeted for the Central Registry data. In order to coordinate that training, and maximize the use of trainer time and lab space, we need to hear from each county DSS how many individuals they wish to receive this training. The training will be a one-day workshop and will be in Raleigh. We will likely establish several workshops beginning in November. Once we know approximately how many workshops we need to set up, we will send out a list of dates for formal registration. In order to set those dates, please email, phone or fax Tyrena Faye Touray at the Division with the number of persons from your agency you wish to have trained in using the Data Warehouse to access Central Registry data. Ms. Touray can be reached at (919) 733-4622, or fax at (919) 715-6714. Her email address is Faye.Touray@ncmail.net. Please notify the Division by November 1, 2002 of the number of persons you wish to have trained.

Sincerely,

Charles C. Harris, Chief
Children's Services Section