

## 2011 CHILD WELFARE STAFFING SURVEY

Please complete the information requested on this tool and retain for your records. The information in the highlighted boxes will be entered into the web survey. For the Excel inserts (questions 7-10 and 13-21) double click on the chart. The 6 month average will automatically calculate.

Please call Jeff Olson, 919-334-1137 if you have any questions.

### Basic Demographics

1. County Name and Number
2. Contact Person:
3. Position:
4. Telephone Number:
5. E-mail Address:

### 24 HOUR CONTACT

6. For after hours coverage, does your agency utilize 911 as your contact number? (yes/no)

### CPS INTAKE

7. What is the average monthly number of **CPS Reports received**? Enter the total number of reports received each month and then enter the 6 month average on the web survey.

Month	June	July	Aug	Sept	Oct	Nov	6 month average
Number							0

8. What is the average monthly number of CPS reports received each month that were **accepted** for assessment? Enter the total number of accepted reports for each month on the worksheet and enter the 6 month average on the web survey.

Month	June	July	Aug	Sept	Oct	Nov	6 month average
Number							0

9. What is the monthly average number of reports regarding **children residing in other counties**? Enter the actual number of reports received regarding children residing in other counties for each month and then enter the 6 month average on the web survey

Month	June	July	Aug	Sept	Oct	Nov	6 month average
Number							0

10. What is the average monthly number of reports in the 6 month period that were accepted on **children residing in other counties**? Enter the actual number of reports accepted on children residing in other counties for each month and then enter the 6 month average on the web survey.

Month	June	July	Aug	Sept	Oct	Nov	6 month average
Number							0

11. How many reports were reviewed following the prescribed process and documented on the form as potentially malicious reports by the Director as outlined in [DSS Administrative Letter FSCWS 02-05](http://info.dhhs.state.nc.us/olm/manuals/dss/csm-05/man/FSCW_AL0205.htm#PO_0) [http://info.dhhs.state.nc.us/olm/manuals/dss/csm-05/man/FSCW\\_AL0205.htm#PO\\_0](http://info.dhhs.state.nc.us/olm/manuals/dss/csm-05/man/FSCW_AL0205.htm#PO_0) during the calendar year 2011? **This is not the total number of CPS reports received during the year.**

12. Of the reports noted above that were reviewed by the Director, how many were determined by the Director to be a malicious report as defined in the Letter?

## ASSESSMENTS

13. What was the monthly average number of *investigative assessments* open on the last day of the month? Enter the actual number of open investigative assessments on the last day of each month in the table below and enter the 6 month average on the web survey.

Month	June	Jul	Aug	Sept	Oct	Nov	6 month average
Number							0

14. What was the average number of *family assessments* open on the last day of the month? Enter the actual number open on the last day of each month in the table below and enter the 6 month average on the web survey.

Month	June	Jul	Aug	Sept	Oct	Nov	6 month average
Number							0

## IN HOME SERVICES

15. What was the average monthly number of *In Home Services cases* open on the last day of the month? Enter the actual number open on the last day of each month in the table below and enter the 6 month average on the web survey.

Month	June	Jul	Aug	Sept	Oct	Nov	6 month average
Number							0

## INTERCOUNTY RESPONSES

16. What was the average monthly number of requests for assists on *CPS assessments* you received from other counties? Enter the actual number received each month in the table below and enter the 6 month average on the web survey.

Month	June	Jul	Aug	Sept	Oct	Nov	6 month average
Number							0

17. What is the average monthly number of requests for assists on *In Home Services cases* you received from other counties? Enter the actual number received for each month in the table below and enter the 6 month average on the web survey.

Month	June	Jul	Aug	Sept	Oct	Nov	6 month average
Number							0

18. What is the average monthly number of requests for assists on *Foster Care cases* you received from other counties? Enter the actual number received each month in the table below and enter the 6 month average on the web survey.

Month	June	Jul	Aug	Sept	Oct	Nov	6 month average
Number							0

## LICENSING, ADOPTION AND OTHER SERVICES

19. What was the average monthly number of families to whom you provided *post adoption services*? Enter the actual number of families for each month in the table below and enter the 6 month average on the web survey.

Month	June	Jul	Aug	Sept	Oct	Nov	6 month average
Number							0

20. What was the average monthly number of foster and adoptive families who participated in *pre-service or in service training*? Enter the actual number of families for each month in the table below and enter the 6 month average on the web survey.

Month	June	Jul	Aug	Sept	Oct	Nov	6 month average
Number							0

21. What was the average monthly number of *new, no fee home study requests* did you receive? Enter the number for each month in the table below and enter the 6 month average on the web survey.

Month	June	Jul	Aug	Sept	Oct	Nov	6 month average
Number							0

For questions 22-28 please report your budgeted positions (FTE or Full Time Equivalent) as of December 1, 2011 regardless of whether the position was filled or vacant. Express percentages of staff time to duties as a decimal. Enter "0" if there are no positions in a category since blank fields are considered missing data. Enter the figure in the highlighted box onto the web survey.

22. What is your <i>total</i> number of Social Worker FTE's?	
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23. Total number of FTE's assigned specifically to cover afterhours?	
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24. How many Child Welfare Social Worker positions (FTE's) are assigned, as their primary responsibility, to:	A. <i>CPS Intake</i>	
	B. <i>both investigative and family assessments</i>	
	C. <i>only investigative assessments</i>	
	D. <i>only family assessments</i>	
	E. <i>assessments and provide In Home Services</i>	
	F. <i>only In Home services</i>	
	G. <i>blended In Home and Foster Care Case Management</i>	
	H. <i>Foster Care Case Management services</i>	
	I. <i>blended Foster Care and Adoption Case Management services</i>	
	J. <i>only Adoption Case Management services</i>	
	K. <i>license Foster Homes</i>	
	L. <i>train foster and adoptive families, either pre-service or in-service,</i>	
	M. <i>LINKS or Services to Adolescents</i>	
N. <i>facilitate CFT's</i>		
O. <i>additional home studies</i>		
P. <i>prevention services</i>		

**SUPERVISOR, MANAGEMENT AND SUPPORT**

Please report your budgeted positions (FTE or Full Time Equivalent) as of December 1, 2011 regardless of whether the position was filled or vacant. Express percentages of time to duties as a decimal. Enter "0" if there are no positions in a category since blank fields are considered missing data. Enter the figure in the highlighted box onto the web survey.

25. What is the total number of child welfare supervisors in your agency?	
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26. How many supervisor positions (FTE's) are dedicated to	A. <i>CPS Intake</i>	
	B. <i>CPS Assessments</i>	
	C. <i>In Home Services</i>	
	D. <i>Foster Care Case Management Services</i>	
	E. <i>Child Placement Services</i> , including foster and adoptive parent training, licensing, and supervising the foster and adoptive homes	

27. How many <i>Program Managers</i> (not including Directors) does your agency have?	
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28. How many <i>Program Administrators</i> (not including Directors) does your agency have?	
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**LEGAL REPRESENTATION**

29. How many <i>attorneys</i> are available to your agency to manage child welfare cases in Juvenile Court?		
30. Are your attorney positions	A. Employees of DSS and report to the Director or designee	
	B. Employees of the County Attorney's office or other county departments	
	C. Contracted attorneys to represent the agency in court	
	D. Attorneys that represent the agency in juvenile court through other means	

**RECURITMENT AND RETENTION**

31. As of 12/1/11, how many <i>vacancies</i> did you have for:	A. Child Welfare Social Workers?	
	B. Child Welfare Supervisors?	
	C. Program Managers and Administrators	

32. During calendar year 2011, how many of the following positions were <i>vacant 1 time</i>	A. Child Welfare Social Workers?	
	B. Supervisors?	
	C. Program Managers and Administrators?	

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33. During calendar year 2011, how many of the following positions were <i>vacant twice</i>	A. Child Welfare Social Workers?	
	B. Supervisors?	
	C. Program Managers and Administrators?	

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34. During calendar year 2011, how many of the following positions were <i>vacant 3 or more times</i> :	A. Child Welfare Social Workers?	
	B. Supervisors?	
	C. Program Managers and Administrators?	

35. Of the total number of <i>Child Welfare Social Worker vacancies</i> , how many were due to	A. Promotion within your agency?	
	B. Lateral transfers within the agency?	
	C. Voluntary Resignation?	
	D. Involuntary Dismissal?	
	E. Retirement?	
	F. Death?	
	G. Reduction in Force?	
	H. Other?	

36. Of the total number of <i>supervisor vacancies</i> , how many were due to:	A. Promotion within your agency?	
	B. Lateral transfers within the agency?	
	C. Voluntary Resignation?	
	D. Involuntary Dismissal?	
	E. Retirement?	
	F. Death?	
	G. Reduction in Force?	
	H. Other?	

37. Of the total number of <i>Program Manager and Program Administrator vacancies</i> , how many of the Program Manager and Program Administrator vacancies were due to:	A. Promotion within your agency?	
	B. Lateral transfers within the agency?	
	C. Voluntary Resignation?	
	D. Involuntary Dismissal?	
	E. Retirement?	
	F. Death?	
	G. Reduction in Force?	
	H. Other?	

38. How many <i>Child Welfare Social Workers</i> did your agency hire during calendar year 2011 to fill vacancies?	
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**TRAINING**

39. What was the <i>average number of weeks</i> for new hires to assume full responsibility for a caseload? The time frame extends from the notice of the vacancy to completion of state mandated pre-service training.	
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40. Of the number of <i>Child Welfare Social Workers</i> hired to fill vacancies in calendar year 2011, how many were <i>fully qualified</i> when hired?	
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**EDUCATION**

41. How many <i>Child Welfare Social Workers</i> have the following degrees?	A. Doctorate	
	B. JD	
	C. Masters	
	D. Bachelors	
	E. Other	

42. How many <i>Supervisors</i> have the following degrees?	A. Doctorate	
	B. JD	
	C. Masters	
	D. Bachelors	
	E. Other	

43. How many <i>Program Managers and Program Administrators</i> have the following degrees?	A. Doctorate	
	B. JD	
	C. Masters	
	D. Bachelors	
	E. Other	

44. Of your agency's <i>Child Welfare Social Workers</i> , how many participated in the NC Collaborative through the UNC System and completed the following degrees?	A. BSW	
	B. MSW	

45. Of your agency's <i>Child Welfare Supervisors</i> , how many participated in the NC Collaborative through the UNC System and completed the following degrees?	A. BSW	
	B. MSW	

46.. Of your agency's <i>Child Welfare Program Managers and Administrators</i> , how many participated in the NC Collaborative through the UNC System and completed the following degrees?	A. BSW	
	B. MSW	