



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

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February 15, 2015

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: CHILD WELFARE PROGRAM MANAGERS AND SUPERVISORS

SUBJECT: CHILD WELFARE STAFF DATA COLLECTION FOR 2014 and 2015

This letter is to provide final written information regarding updates and deadlines for the submission of county agency staffing data needed to meet state and federal reporting mandates as well as to respond to public inquiries received by the Department of Health and Human Services. The two elements of the data, the Annual Child Welfare Staffing Survey (online completion) and the Monthly Child Welfare Data Workbooks (MS Excel) for calendar year 2014, are due to the Division now. The complete state wide data is essential in order for counties to best understand and interpret the data for individual counties, and the statewide data is urgently needed for reporting.

Background

The Child Welfare Staffing Survey was created out of concern for child welfare caseloads in county department of social services and the workforce available to manage those caseloads. As the results of the survey data is used for a myriad of statewide planning matters, accurate and consistent data is critical. Timely and accurate data is used to describe each county's capacity to achieve safety, permanence, and well-being for children brought to the attention of the child welfare system.

In 2012, a work group revised the survey to collect essential data by the easiest means possible. The result of the effort was to divide the data collection between an annual survey and a monthly data workbook submitted quarterly to the Division.

Annual Child Welfare Staffing Survey

The Annual Child Welfare Staffing survey, as in previous years, is on line. The Dear County Director Letter CWS-27-2014 <http://www.ncdhhs.gov/dss/dcdl/famsupchildwelfare/CWS-27-2014.pdf> outlines the needed data and provides a copy of the questions on the survey along with the link to enter the data on line. Thank you to those counties who have already entered the data.

Monthly Data Workbook for 2014

This is the second year the monthly data workbook (MS Excel) tool has been used. The completed monthly data workbooks for 2014 are now past due. The submission of the data for the year is critical to provide critical information related to child welfare staffing in county agencies to the North Carolina General Assembly, The US HHS, ACF, Children's Bureau as well as researchers.

Child Welfare Services

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If you have any questions about completing the workbook or questions about the outcome data, please contact one of the Children's Program Representatives or Jeff Olson.

Monthly Data Workbooks in 2015

Attached to this letter are the workbook for 2015 and the Guide for its completion. Please do not use the 2015 workbooks for the 2014 monthly data reports.

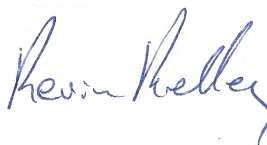
The 2015 workbook includes information on supervisors and quality assurance staff in agencies. Additional clarification in comments on each cell have been made in response to questions and comments received regarding last year's workbook.

You may also notice that the 2015 workbook has special appearance and formatting on the worksheet labeled "YTD" in which all the monthly data entered is automatically compiled. The display formatting has been changed to link more closely the workloads and the staffing patterns when viewing the data and some additional calculations to assist in interpreting the data. These formatting changes are intended to assist with accurate data entry.

Two webinars are scheduled to review this new workbook and briefly discuss how the data can be used. These dates are: February 20, 2015 at 1:30 pm and February 25, 2015 at 11:00 am. The webinar can be viewed at <https://ncdss.adobeconnect.com/r2q8grs8sgu/>. Audio will be by phone at 605-475-6006 | access code 994881#.

Thank you for your assistance with this important endeavor. If you have questions, please contact one of the Children's Program Representatives or Jeff Olson at (919) 527-6404 or jeffrey.olson@dhhs.nc.gov.

Sincerely,



Kevin Kelley, Section Chief
Child Welfare Services

Attachments (2)

1. 2015 Monthly Staffing Workbooks (MS Excel)
2. Guide / Instructions for the 2015 Monthly Staffing Workbooks

cc: Jack Rogers
Child Welfare Team Leaders
Children's Programs Representatives
Local Business Liaisons