



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

Pat McCrory
Governor

Aldona Z. Wos, M.D.
Ambassador (Ret.)
Secretary DHHS

Sherry S. Bradsher
Division Director

May 1, 2013

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

**Attention: COUNTY DSS ATTORNEYS, CHILD WELFARE PROGRAM MANAGERS
AND SUPERVISORS, CHILD WELFARE WORKERS RECTORS AND CHILD
WELFARE PROGRAM ADMINISTRATORS**

SUBJECT: CHILD WELFARE DATA COLLECTION MONTHLY TOOL REVISIONS

On March 1, 2013, a Dear County Director Letter was released describing a new format for collecting child welfare staffing data utilizing a monthly data gathering tool.

<http://www.ncdhhs.gov/dss/dcdl/famsupchildwelfare/CWS-02-13.pdf>

As the new tool was being implemented, several errors were found which are now corrected in CW Staffing Data Monthly Tool is attached to this letter. Please note the tool version by the file name: "CW Staffing Data Monthly Tool.V4.05-01-2013.xls"

The corrections include:

- Clarifying the data description in cells A4, A5, A9, and A10 on the YTD Sheet;
- Correcting calculations on rows 11 and 12 on the monthly sheets to accurately reflect caseload ratios;
- Adding calculations regarding staff surpluses and deficits on the monthly sheets and the Year to Date (YTD) sheet for both budgeted and available full time equivalents (FTE's).
- Refining the cell comments regarding services on line 2 of the monthly reports to include cases in which services are provided to children in your county when other counties have case management responsibility.
- Refining the comments box for cell K8 on the monthly sheets to assure youth under CARS Agreements are counted under foster care;
- Adding a comment section on each monthly sheet for notes and special explanations that county staffs may want to add for clarification of the data.

This tool is a MS Excel Workbook that includes 13 worksheets. As a reminder, data must be entered on the monthly work sheets accessed through the tabs at the bottom of the screen. All cells other than those in which data is entered are protected to prevent accidental deletion of the calculations. Please do not unprotect the work sheet. The first sheet labeled "YTD" will self populate as data is entered on the monthly sheets.

Child Welfare Services

www.ncdhhs.gov • www.ncdhhs.gov/dss

Tel 919-733-4622 • Fax 919-733-3823

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The submitted tools will be corrected with the appropriate calculations and returned to you with instructions for inserting the pages into the attached revised tool.

Three additional webinars will be held to review what was learned in our first submission now that everyone has used it. The dates are:

May 6, 2:00-3:30 pm

May 7, 10:00-11:30 am

May 10, 10:00-11:30 am

The webinar link is <https://dss.ncgovconnect.com/r82791930/> . The call in number is 218-339-2699 pass code 994881#.

The completed first quarter tools for 2013 (January, February, and March) can be sent to Jeff Olson at jeffrey.olson@dhhs.nc.gov.

If you have questions, please contact one of the Children's Program Representatives or Jeff Olson at (919) 334-1137 or jeffrey.olson@dhhs.nc.gov.

The Division of Social Services appreciates the assistance in identifying issues and the patience with the changes.

Sincerely,

A handwritten signature in blue ink that reads "Kevin Kelley". The signature is written in a cursive style with a large initial "K".

Kevin Kelley, Section Chief
Child Welfare Services

Attachments 1

CWS-04-13

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