



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF SOCIAL SERVICES  
CHILD WELFARE SERVICES

ROY COOPER  
GOVERNOR

MANDY COHEN, MD, MPH  
SECRETARY

WAYNE E. BLACK  
SR. DIRECTOR FOR SOCIAL SERVICES  
AND COUNTY OPERATIONS

March 1, 2017

**DEAR COUNTY DIRECTOR OF SOCIAL SERVICES**

**ATTENTION: CHILD WELFARE PROGRAM MANAGERS AND SUPERVISORS**

**SUBJECT: CHILD WELFARE WORKFORCE DATA COLLECTION**

The purpose of this letter is to provide agencies with the 2017 Child Welfare Workforce Data Book, as well as a guide to assist you in the completion of the 2017 Data Book.

In 2012, a county workgroup, facilitated by the state, developed a format for collecting caseload and staffing data monthly. The result was a data collection tool designed to gather critical information useful to agencies in planning and in meeting state and federal reporting requirements. Information provided in these Data Books has been used for a wide variety of activities, including program evaluation and establishing funding allocations.

The 2017 Workforce Data Book is unchanged except for some calculation corrections. This tool, and the guide for completing it, accompany this letter. Please submit the completed 2017 CW Workforce Data Books to the county's point of contact, Children's Program Representative, and Peter West ([Peter.West@dhhs.nc.gov](mailto:Peter.West@dhhs.nc.gov)), quarterly by the last day of the month following the end of the quarter: April 30, July 31, October 31, and January 31.

The Children's Program Representatives are available to assist with any questions and will be in touch with staff of counties from whom submissions are not received. The Child Welfare Workforce Data Book will be used during program evaluations by the Program Monitoring Team, at which time any questions can also be addressed. Thank you for your assistance with this important endeavor. If you have questions, please contact one of the Children's Program Representatives or Peter West at [peter.west@dhhs.nc.gov](mailto:peter.west@dhhs.nc.gov) or (828) 294-1061.

Sincerely,

A handwritten signature in blue ink that reads "Kevin Kelley".

Kevin Kelley, Section Chief  
Child Welfare Services

Attachments (2):  
2017 CW Workforce Data Book: MS Excel Spreadsheet  
2017 Guide for completing the 2017 CW Workforce Data Book

CWS-04-2017

WWW.NCDHHS.GOV  
TEL 919-527-6340 • FAX 919-715-6714  
LOCATION: 820 S. BOYLAN AVE. • MCBRYDE BUILDING • RALEIGH, NC 27603  
MAILING ADDRESS: 2406 MAIL SERVICE CENTER • RALEIGH, NC 27699-2406  
AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER