



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

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SECRETARY

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DIRECTOR

February 5, 2018

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

**ATTENTION: NC FAST Pilot Counties
Directors and Child Welfare Program Administrators**

SUBJECT: NC FAST Intake and use of the Central Registry

The implementation of NC FAST has raised a question regarding the use of prior CPS case history and the Central Registry during intake. Current policy outlined in the Family Services Manual, Volume 1: Children's Services Chapter VIII, Section 1407, p. 17, states that "the intake social worker shall check agency records to determine if the family or child has been reported/known to the agency previously." The policy also states that, "It is not acceptable to check the Central Registry, Responsible Individuals List or contact another community agency or another county DSS to make a screening decision."

During intake in NC FAST, the person page automatically indicates prior CPS case history that is captured within the NC FAST system. The prior CPS case information available on this person page is derived from information contained in agency records, and not derived from information or data maintained in the Central Registry.

The Division will explore a change to policy that will clarify the use of information contained in agency records during the intake process. In the meantime, it is acceptable to utilize information contained within the NCFast system when making a screening decision.

Sincerely

A handwritten signature in black ink that reads "Lisa T. Cadley".

Lisa T. Cadley
Deputy Director

Reference:

N.C. General Statute §7B-311 Central Registry; Responsible Individuals List.

https://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_7B/GS_7B-311.html

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NC Administrative Code (10 NCAC .70A .0102) <http://reports.oah.state.nc.us/ncac/title%2010a%20-%20health%20and%20human%20services/chapter%2070%20-%20children's%20services/subchapter%20a/10a%20ncac%2070a%20.0102.pdf>

states: “the county director in order to identify whether a child who is the subject of an abuse, neglect or dependency investigation has been previously reported as abused or neglected, or whether a child is a member of a family in which a child fatality due to suspected abuse or neglect has occurred in any county in the state.”

CWS-04-2018