



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

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Wayne E. Black
Division Director

March 15, 2014

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: CHILD WELFARE DIRECTORS, PROGRAM MANAGERS AND SUPERVISORS

SUBJECT: CHILD WELFARE WORKFORCE MONTHLY DATA WORKBOOKS FOR 2014

We are please to provide you with The Child Welfare Workforce Monthly Data Workbook for 2014. Previously known as the "Staffing Survey", the tool is now completed on a monthly basis. Please also note that a guide to completing the MS Excel workbook is also attached.

Recent improvements include additional calculations to assist supervisors and managers use the workbook for planning and managing coverage of the various service areas. Some formatting changes have been added for clarity. The cover sheet now imports information from each monthly page so you can see at a glance the data for the year to more easily identify trends.

The workbooks must be submitted quarterly to the Division through the point of contact Children's Program Representative for each county. These tools have also been shared by CPR staff with designated county staff. If you have any questions, please contact Jeff Olson at jeffrey.olson@dhhs.nc.gov or 919-527-6404 or one of the Children's Program Representatives <http://www.ncdhhs.gov/dss/team/CPRList.html>.

Sincerely,

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

Kevin Kelley, Section Chief
Child Welfare Services

Attachments (2)

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

CWS-07-2014

Child Welfare Services
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