



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

**ROY COOPER** • Governor

**MANDY COHEN, MD, MPH** • Secretary

**SUSAN OSBORNE** • Assistant Secretary for County Operations for  
Human Services

April 9, 2020

**DEAR COUNTY DIRECTOR OF SOCIAL SERVICES**

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

**SUBJECT: CHILD WELFARE WORKFORCE DATA COLLECTION**

This purpose of this letter is to provide agencies with the 2020 Child Welfare Workforce Data Book, as well as a guide to assist agencies in the completion of the 2020 Data Book.

In 2012, a county workgroup facilitated by the state developed a format for collecting caseload and staffing data on a monthly basis. 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.

**Completion and Submission of the 2020 Child Welfare Workforce Data Book**

The blank 2020 Workforce Data Book and the guide for completing it, accompany this letter. Please submit the completed 2020 Workforce Data Books to the county's point of contact Regional Child Welfare Consultant, Janet Thursby ([janet.thursby@dhhs.nc.gov](mailto:janet.thursby@dhhs.nc.gov)), and Jennifer Miller ([jennifer.miller@dhhs.nc.gov](mailto:jennifer.miller@dhhs.nc.gov)) quarterly by the last day of the month following the end of the quarter:

<b>Quarter</b>	<b>Date Due</b>
1 <sup>st</sup> : January – March	April 30, 2020
2 <sup>nd</sup> : April – June	July 30, 2020
3 <sup>rd</sup> : July – September	October 31, 2020
4 <sup>th</sup> : October – December	January 31, 2021

The Regional Child Welfare Consultants 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 consultations by the Regional Child Welfare Consultants, at which time any questions can also be addressed.

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • XXXX OFFICE OR DIVISION IF NEEDED XXXX**

LOCATION: XXX Drive, XXXXX Building, Raleigh, NC 27XXX  
MAILING ADDRESS: XXXX Mail Service Center, Raleigh, NC 27699-XXXX  
www.ncdhhs.gov • TEL: 919-855-XXXX • FAX: 919-XXX-XXXX

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Thank you for your assistance with this important endeavor. If you have questions, please contact one of the Regional Child Welfare Consultants 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 "Lisa Tucker Cauley". The signature is fluid and cursive, with the first name "Lisa" being the most prominent.

Lisa Tucker Cauley  
Deputy Director for Child Welfare  
Division of Social Services

Cc: Susan Osborne, Assistant Secretary for County Operations  
Teresa Strom, Section Chief for County Operations  
Carla McNeill, Section Chief for Licensing and Regulatory  
Kathy Stone, Section Chief for Child Protective Services and Prevention  
Peter West, Regional Child Welfare Consultants Manager  
Jennifer Oshnock, Regional Child Welfare Consultants Manager

CWS-07-20