

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

ROY COOPER  
GOVERNOR

MANDY COHEN, MD, MPH  
SECRETARY

WAYNE E. BLACK  
DIRECTOR

March 2, 2018

**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 2018 Child Welfare Workforce Data Book, as well as a guide to assist agencies in the completion of the 2018 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.

**Changes to the 2018 Child Welfare Workforce Data Book**

There is a significant change in the 2018 Child Welfare Workforce Data Book. There is now a section in the monthly sheet to collect the number of young adults served in Foster Care 18 – 21. There are also cells to collect the number of FTEs budgeted for this service as well as any assists counties may be providing for this population. This number will not affect the total number of children in custody. Due to the consistent increase in this population, it was agreed that the division would want to start collecting this data.

**Completion and Submission of the 2018 Child Welfare Workforce Data Book**

The blank 2018 Workforce Data Book and the guide for completing it, accompany this letter. Please submit the completed 2018 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:

WWW.NCDHHS.GOV

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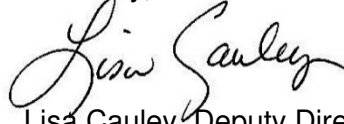
AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

<b>Quarter</b>	<b>Date Due</b>
1 <sup>st</sup> : January – March	April 30, 2018
2 <sup>nd</sup> : April – June	July 30, 2018
3 <sup>rd</sup> : July – September	October 31, 2018
4 <sup>th</sup> : October – December	January 31, 2019

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,



Lisa Cauley, Deputy Director  
Child Welfare Services

Attachments: Guide to Completing the CW Workforce Data Book  
CWS Data Book 2018

CWS-10-2018