



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

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**October 1, 2012**

**DEAR COUNTY DIRECTOR OF SOCIAL SERVICES**

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

**SUBJECT: Revised Structured Documentation Instruments for CPS Assessments**

In October 2010, the Children's Services Committee asked the North Carolina Division of Social Services to explore the formation of a workgroup for the purpose of streamlining and simplifying the workload within Child Welfare Services. In accordance with this request, the Division partnered with representatives from several local departments of social services to form what has commonly become known as the Simplification Workgroup. In the subsequent months, this workgroup has focused on certain forms that are a part of the everyday practice of child welfare in North Carolina, with the first project being the Structured Documentation Instrument for CPS Assessments (DSS-5010).

The Simplification Workgroup members are pleased to announce that a revised instrument was approved for statewide use by the Children's Services Committee in March 2012. This instrument is required for use in all Child Protective Services Assessments beginning November 1, 2012.

Currently, the instrument has been made into an interactive form, which can be accessed from the Division's forms website at: <http://info.dhhs.state.nc.us/olm/forms/dss/dss-5010-ia.pdf>. The interactive form is set-up so that counties are able to save the form with only partial data entered as needed. This means that workers will be able to document their case activities as the case progresses and save that information each time they enter in new information.

In order to allow each county to convert the instrument into the format that best meets its own needs, a Microsoft Word version of the DSS-5010 will be made available to every agency via its director.

Please contact Arlette Lambert at (919) 334-1152 or at [arlette.lambert@dhhs.nc.gov](mailto:arlette.lambert@dhhs.nc.gov) if you have questions about the revised DSS-5010 or the information contained in this letter.

Sincerely,

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

Kevin Kelley, Section Chief  
Child Welfare Services

cc: Sherry S. Bradsher  
Jack Rogers  
Child Welfare Services Team Leaders

CWS-11-12

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