



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

Pat McCrory, Governor

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Ambassador (Ret.)
Secretary DHHS

Wayne E. Black
Division Director

May 1, 2014

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: CHILD WELFARE DATA ENTRY STAFF

SUBJECT: 5104A CODING AND THE RESPONSIBLE INDIVIDUALS LIST (RIL)

The North Carolina Division of Social Services (the Division) would like to highlight for local child welfare agencies new keying procedures for the DSS-5104a (<http://info.dhhs.state.nc.us/olm/forms/dss/dss-5104a.pdf>).

In January 2014, the Division issued Change Notice CWS-CN-01-2014 (<http://info.dhhs.state.nc.us/olm/manuals/dss/csm-60/chg/CWS-CN-01-2014.pdf>) in regards to Chapter VIII; Section 1427-Responsible Individuals List. This document states:

Therefore, Fields 19-23 on the DSS-5104a will no longer be used. To allow time for keying DSS-5104a forms completed prior to October 1, 2013, those fields will continue to remain available for entry. However, an edit will be placed in the system so that the record may only be saved if the entry in Field 23 (Date Adjudication Order Signed) is prior to October 1, 2013.

Effective immediately, this change has been made in the Central Registry. Juvenile Petitions that were filed prior to October 1, 2013 can still be keyed into the Central Registry. However, the system will not allow an entry in Field 19 (Date Petition Filed) that is after September 30, 2013 as referenced in the Change Notice above.

The DSS-5104a has also been modified to reflect that Juvenile Petitions are no longer used as a means for RIL placement.

The online form of the DSS-5104a is currently being updated and will be available shortly.

To avoid incorrect data from being entered by anticipating when RIL related actions might occur, several edits have been placed in the system so that users cannot enter dates greater than the current date.

Finally, an "Add Date" field has been added. Counties can not enter or change the date in this field. This field is populated by the system and reflects the date that information was keyed into the RIL which placed an individual on the list.

Child Welfare Services

www.ncdhhs.gov • www.ncdhhs.gov/dss

Tel. 919-527-6340 • Fax 919-715-6714

Location: McBryde East Building • 820 South Boylan Ave. • Raleigh, NC 27699-2439

Mailing Address: 2406 Mail Service Center • Raleigh, NC 27699-2406

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A screen shot reflecting the RIL with the new "Add Date" field is shown below:

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RIL020FM          RESPONSIBLE INDIVIDUAL LIST          DATE:    04/01/2014
                  RIL INQUIRY                          RIL      09:45:12
RIL FORM:  0012
RESPONSIBLE INDIVIDUAL
  LAST NAME    FIRST NAME      MI      DOB      AGE      RACE      SEX      SSN
INVESTIGATIVE ASSESSMENT FINDINGS
  CTY      CYA FORM    INITIAL REPORT    CASE DECISION    RIL IND    NOTICE DEL
JUDICIAL REVIEW (AOC-J-131) HEARING
  DATE J131 FILED    JUD REV DATE    DIR DETERM    JR DETERM    JR SIGNED
JUVENILE PETITION (AOC-J-130)
  DATE J130 FILED    DATE ADJUDICATION    ADJ FIND    RIL FIND    JP SIGNED
ORIGINAL RIL INDICATOR STATUS DSS-5104
  RIL CODE    DATE RIL PLACEMENT    CRIM ORDER SIGNED    CRIM CODE    ADD DATE
                                     03312014
PF3 = PREV SCREEN      PF9 = CONFIRM          PF10 = CANCEL
RIL2003: DISPLAYED. ENTER NEW RIL OR PF3 EXIT
TI  > 0 3,13 A
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If you have any questions about the RIL, please contact Child Welfare Policy Consultant Antonia Zimmer at 919 527 6349 or antonia.zimmer@dhhs.nc.gov. Should you have questions in regards to coding the DSS-5104A, please contact Heather Bohanan, Supervisor of Performance Management / Reporting and Evaluation Management, at 919 527 6264 or heather.bohanan@dhhs.nc.gov.

Sincerely,



Kevin Kelley, Section Chief
Child Welfare Services

CC: Wayne Black
Hank Bowers
Child Welfare Services Team Leaders

CWS-12-2014

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