

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

April 9, 2018

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: CHILD WELFARE PROGRAM MANAGERS AND SUPERVISORS

SUBJECT: “UPDATED” CHILD WELFARE WORKFORCE DATA COLLECTION

This purpose of this letter is to provide agencies with the “**Updated**” 2018 Child Welfare Workforce Data Book. A calculation error was discovered in the original. Please use the attached updated workbook for your quarterly submissions.

Completion and Submission of the 2018 Child Welfare Workforce Data Book

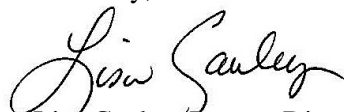
The blank 2018 Workforce Data Book and the guide for completing it, accompany this letter. Please submit the completed 2018 Workforce Data Books to the county’s point of contact Children’s Program Representative and Peter West (peter.west@dhs.nc.gov), quarterly by the last day of the month following the end of the quarter:

Quarter	Date Due
1 st : January – March	April 30, 2018
2 nd : April – June	July 30, 2018
3 rd : July – September	October 31, 2018
4 th : 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 or (828) 294-1061.

Sincerely,

A handwritten signature in black ink that reads "Lisa Cauley". The signature is written in a cursive style with a large initial "L" and "C".

Lisa Cauley, Deputy Director
Child Welfare Services

Attachments: Guide to Completing the CW Workforce Data Book
CW Updated Workforce Data Book

cc: Peter West

CWS-13-2018