



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

March 28, 2019

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 2019 Child Welfare Workforce Data Book, as well as a guide to assist agencies in the completion of the 2019 Data Book.

The blank 2019 Workforce Data Book and the guide for completing it, accompany this letter. Please submit the completed 2019 Workforce Data Books to the county's point of contact Children's Program Representative and Peter West (peter.west@dhhs.nc.gov), quarterly by the last day of the month following the end of the quarter:

Table with 2 columns: Quarter, Date Due. Rows include 1st: January - March (April 30, 2019), 2nd: April - June (July 30, 2019), 3rd: July - September (October 31, 2019), 4th: 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.

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, [Handwritten signature]

Teresa Strom, Section Chief
County Operations

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES

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Attachments:

CWS Data Book 2019

Guide to Completing the Child Welfare Workforce Data Book 2019

CWS-14-2019