



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

April 18, 2019

**DEAR COUNTY DIRECTORS OF SOCIAL SERVICES**

**ATTENTION: DIRECTORS, CHILD WELFARE PROGRAM MANAGERS &  
ADMINISTRATORS, SUPERVISORS, AND SOCIAL WORKERS**

**SUBJECT: MONTHLY FOSTER CARE VISIT DATA ENTRY AND NEW FORM DSS-5094A**

**REQUIRED ACTION: \_X\_Time Sensitive (05/10/2019)**

**PURPOSE / BACKGROUND**

The purpose of this DCDL is to notify child welfare agencies that the process for documenting Monthly Foster Care visits for all counties not in NC FAST for Permanency Planning Services is changing. On May 15<sup>th</sup> the process for entering Monthly Foster Care visits will change to the Child Placement and Payment System (CPPS) via a new form, DSS-5094A. This change in process will allow visits to be entered without a completed 5104 in the system. The corresponding Change Notice 5094A\_CN-01-2019 includes instructions for how to document the foster care visits in CPPS.

On May 10<sup>th</sup> at 5pm the WIRM system will no longer be available for counties to enter Monthly Foster Care Visits. All visits for Federal Fiscal Year 2019 previously entered into the WIRM system will be imported into CPPS 5094A prior to May 15<sup>th</sup>. Beginning May 15<sup>th</sup>, CPPS 5094A will be the source of all data for Monthly Foster Care visits for all counties not in NC FAST for Permanency Planning Services. Important information regarding entering cases includes the following improvements:

- Child Welfare agencies may enter Monthly Foster Care visits for any child who has a 5094 in that county,
- When a 5094 has been closed the Child Welfare agency may continue to enter Monthly Foster Care visits from the time the child was in care,
- If the WIRM system has not been updated with all Monthly Foster Care visits prior to May 15<sup>th</sup>, the Child Welfare agency may enter those visits in CPPS,
- If errors were made to the WIRM system that are imported into CPPS 5094A and changes are needed to Monthly Foster Care visits, those changes may be made in the CPPS system,
- When a Child Welfare agency enters NC FAST for ongoing services, there is no longer a need to enter Monthly Foster Care visits into CPPS 5094A

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES • CHILD WELFARE SERVICES**

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AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

Webinars are scheduled on Thursday April 25<sup>th</sup> from 2-3pm or Friday April 26<sup>th</sup> from 10-11am to explain the new process County Child Welfare and allow an opportunity for questions as counties consider impacts to their business processes for recording visits.

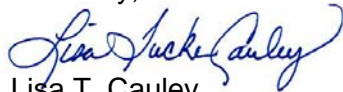
One of these webinars will be recorded for those who cannot attend and will be published on the TA Gateway.

To register for the webinar on Thursday April 25<sup>th</sup> please go to <https://register.gotowebinar.com/register/9021681320555001603>

To register for the Webinar on Friday April 26<sup>th</sup> please go to <https://register.gotowebinar.com/register/3252659258335266819> and as a reminder you only need to register for one event.

If your agency needs further assistance prior to the recorded webinar they may reach out to Janet Thursby, Children's Program Representative at (252) 446-2166.

Sincerely,



Lisa T. Cauley  
Deputy Director for Child Welfare  
Division of Social Services

Cc: Susan Osborne, Assistant Secretary for County Operations  
Michael Becketts, Senior Director for Policy, Programming & Professional Development  
Kristin O'Connor, Section Chief, Policy and Programs  
Teresa Strom, Section Chief, County Operations  
Jennifer Oshnock, Program Monitoring

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