



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Social Services

ROY COOPER • Governor

MANDY COHEN, MD, MPH • Secretary

SUSAN OSBORNE • Assistant Secretary for County
Operations for Human Services

July 20, 2020

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

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

SUBJECT: CHILD WELFARE MANUAL APPENDIX 1 – CPS DATA COLLECTION for PLANS OF SAFE CARE, NEAR FATALITY AND DILIGENT EFFORTS FOR TIMELY INITIATION

REQUIRED ACTION: Information Only Time Sensitive Immediate

PURPOSE

North Carolina Child Welfare is continuing its efforts towards child welfare transformation by embracing a vision of a North Carolina where every child and family is safe, healthy, and well. In order to continue improving our system, we need to be able to collect and provide valuable data about the experiences of children who touch the child welfare system statewide. It is also important to be able to collect and share data at the county level to understand local experiences of children, engage with community partners and target service delivery. To achieve this, we are implementing immediate changes to the DSS-5104. These changes will collect the following data:

- **Field 6A DILIGENT EFFORT REASON** has been added to strengthen data collection on accepted reports that are initiated within state mandated timeframes and, if not, the diligent efforts that were made. This is a required entry field for performance measures identified as a result of Rylan's law and is tied to the achievement of safety on the On-Site Review Instrument (OSRI).
- **FIELD 24 – SERVICES PROVIDED/ POST SVCS:** a new code has been created to identify when a Plan of Safe Care (POSC) has been developed with the family for children identified as a Substance Affected Infant (SAI).
- **FIELD 27 - CONTRIBUTORY FACTORS** new instructions are provided for selecting contributory factors related to *caretaker-drug abuse* and *child-drug problem* contributory factors, including the requirement to code what type of substance was the drug of use. This data will provide counties with more information about the type of substance use is occurring in their community for targeted service provision.
- **FIELD 20A – NEAR FATALITIES** is a new field added to the DSS- 5104. Capturing this data allows North Carolina to report on near fatalities and has an impact on future work impacting child fatality prevention. CAPTA defines a near fatality as an act that, as certified by a physician, places the child in serious or critical condition.

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LOCATION: 820 S. Boylan Avenue, McBryde Building, Raleigh, NC 27603
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Next Steps

We realize we have given limited notice for these changes to be incorporated into your work, but it is critical that we capture this data for the entire State FY 20-21. These new fields will apply to those reports received on or after July 1, 2020.

Starting on August 3, 2020 counties must begin using the new fields, and the revised instructions for services and contributory factors on the DSS-5104. Two webinars will be held to provide additional guidance for their use; they are:

- July 23 from 1-3
- July 30 from 2-4

For those counties currently working in NC FAST, the DILIGENT EFFORT REASON was implemented June 20, 2020. Counties have always been able to record the Plan of Safe Care in the Intake case process. The other two changes will take effect on August 3.

For all counties in the interim, your assigned Regional Child Welfare Consultant will be in contact to collect data for the month of July 2020. Should you have any questions please contact your assigned Regional Child Welfare Consultant.

As always, your continued dedication to ensuring the children of NC are protected from maltreatment, have their well-being needs met and have permanency in their lives is appreciated.

Sincerely,



Lisa Tucker Cauley
Deputy Director for Child Welfare
North Carolina Division of Social Services

Cc: Susan Osborne, Assistant Secretary for County Operations
Kathy Stone, Section Chief for Safety and Prevention
Teresa Strom, Section Chief for County Operations
Carla McNeill, Section Chief for Permanency
Linda Waite, Section Chief for Licensing and Regulatory

Attachments:

A: Revision to Child Protective Services Report | Report to Central Registry/CPS Application

B: Form DSS-5104

CWS-19-2020

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