

DATE 06-15-2018

CHANGE NOTICE

CWS-CN-01-2018

MANUAL: Modified Manual – Intake Policy

CHANGE NO: CWS-CN-01-2018

ATTENTION: Child Welfare Directors, Program Administrators, Supervisors, and Social Workers

RE: Revision to Modified Manual – Intake Policy

EFFECTIVE DATE: August 1, 2018

INTENT:

The Modified Child Welfare Manual Intake Policy has been updated to provide further policies, procedures, and guidance for the intake and screening of human trafficking reports. Revisions made to the policy are in red underlined font.

SPECIFIC CHANGES

Changes to the policy include:

- Addition of section Reports Involving Human Trafficking. This new language provides procedures during the receipt of a report of human trafficking, and provision of information and resources to individuals making a report of human trafficking.
- Human Trafficking Screening Tool – Revision to one of the screening tool questions and revisions to the Human Trafficking Screening Tool Instructions to clarify and bring consistency to the language.
- Dependency Screening Tool – Addition of one question to the Dependency Screening Tool and revisions to the Dependency Screening Tool Instructions to provide instructions to the new screening question.
- Determination of Response Approach – Addition of criteria that reports of dependency where the child or youth is believed to be the victims of human trafficking are appropriate for an Investigative Assessment Response.
- Dependency Response Priority Decision Tree – Addition of a question to the response priority decision tree to provide that reports of children or youth without a parent/caretaker to provide care and supervision who are believed to be trafficked must be assigned a response time of immediate.

Changes to the DSS-1402 CPS Intake Report and DSS-1402 CPS Intake Report Instructions:

- DSS-1402 CPS Intake Report

- Addition of universal question regarding human trafficking
- Addition and rewording of questions in the human trafficking sub-set of questions
- DSS-1402 CPS Intake Report Instructions
 - Addition of instructions and guidance that correspond with the changes to the DSS-1402 CPS Intake Report.

INSTRUCTIONS

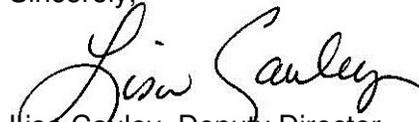
OBSOLETE	USE
1201 - Child Placement Services, VII. Adolescent Services: NC LINKS (September, 2015)	Modified Manual – Intake Policy

To view the revised manual, visit:

<https://nccwta.org/index.php?/Knowledgebase/Article/View/2/12/nc-child-welfare-manual>

If you have any questions regarding the policy related to these changes, please contact the Child Welfare Policy Team at 919-527-6340, or your Children’s Program Representative.

Sincerely,



Lisa Cauley, Deputy Director
Child Welfare Services

cc: Michael Becketts, Assistant Secretary for Human Services
Wayne Black, Director of Social Services
Kristin O’Connor, Section Chief for Policy and Programs
Betty Kelly, Policy Team Program Administrator
Teresa Strom, Local Support Team Manager