



North Carolina Department of Health and Human Services
Division of Social Services

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Division Director

December 1, 2014

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: CHILD WELFARE PROGRAM MANAGERS AND SUPERVISORS

SUBJECT: CHILD WELFARE STAFFING DATA COLLECTION

This letter is to provide final written information regarding updates and deadlines for the submission of county agency staffing data needed to meet state and federal reporting mandates as well as to respond to public inquiries received by the North Carolina Department of Health and Human Services. The two elements of the data, the Annual Child Welfare Staffing Survey (online completion) and the Monthly Child Welfare Data Workbooks (MS Excel) for calendar year 2014, are due to the Division by January 31, 2015.

Background

The long standing Child Welfare Staffing Survey was created out of concern for child welfare caseloads in county department of social services and the workforce available to manage them. Since the survey data are public information, accurate and consistent data is critical to describe each county's capacity to achieve safety, permanence, and well-being for children.

In 2012, a work group primarily composed of staff from county departments was convened to assure that only essential data was requested along with the means by which it is collected. The result of the effort was to divide the data collection between an annual survey and a monthly data workbook submitted quarterly to the Division.

Annual Child Welfare Staffing Survey

The Annual Child Welfare Staffing survey, as in previous years, will be completed on line. The data collected in the Annual Survey are those best captured at the end of the year rather than during the year.

The categories covered in the 17 questions include:

1. After hours CPS coverage
2. Malicious Reports
3. Legal Representation

Child Welfare Services

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4. Child Welfare Staff Vacancies
5. Child Welfare Staff Hiring and Training
6. Education Levels of Child Welfare staff

A list of the questions is attached which should be completed **prior to completing the online survey**. Once the survey is started, it must be completed. When all the questions are answered, enter the information online at: <https://www.ncsurveymax.com/TakeSurvey.aspx?SurveyID=I4KI8832>. For guidance regarding Malicious Reports, refer to http://info.dhhs.state.nc.us/olm/manuals/dss/csm-05/man/FSCW_AL0205.htm#P0_0 which provides guidance on the process for determining and processing malicious reports. Please review this letter before responding.

Child Welfare Workforce Data Book

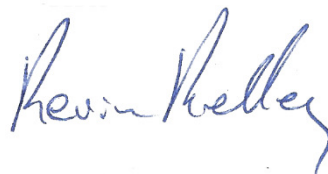
A format for collecting caseload and staffing data on a monthly basis was developed by the workgroup in 2012 and the 2nd year of it is being completed. The submission of the data for 2014 is critical to provide the full picture on the state of child welfare staffing to members of the General Assembly, the media, Federal agencies, and researchers who are seeking this data. This information has also been used when determining funding formulas. Your agency's submission of the 2014 Data Book is critical to provide accurate and complete data.

The current Data Book is being refined in its presentation of the data to make it more useful 2015. This revised tool will be released in January, 2015. There will be no changes in the information being gathered.

Please submit the completed 2014 Data Books to Jeff Olson (jeffrey.olson@dhhs.nc.gov) and Janice Williams (janice.williams@dhhs.nc.gov) along with a copy of the agency's organizational chart. 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 Jeff Olson at (919) 527-6404 or jeffrey.olson@dhhs.nc.gov.

Sincerely,



Kevin Kelley, Section Chief
Child Welfare Services

Attachment (1)

cc: Jack Rogers
Child Welfare Team Leaders
Children's Programs Representatives
Local Business Liaisons

CWS-27-2014