

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES

ROY COOPER
GOVERNOR

MANDY COHEN, MD, MPH
SECRETARY

WAYNE E. BLACK
DIRECTOR

September 6, 2017

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

ATTENTION: CHILD WELFARE SERVICES ADMINISTRATORS

**SUBJECT: CORRECTING DATA IN THE LEGACY DATA SYSTEMS – Open 5094s for
Individuals 21+**

PRIORITY: HIGH

This letter is to inform you that the Division of Social Services is working to identify and to correct systemic errors in data. This work is necessary to improve the accuracy of the data in both the legacy systems, and by association, Client Services Data Warehouse (CSDW).

Recently we identified that there are many open foster care cases where the “foster child” is over the age of 21. There are over 1,500 such records across the state in 89 counties. Together we can make these changes and continue to improve our timeliness and accuracy in closing cases.

Below is a description of the process counties must follow to close out the open 5094s for adults 21 and over:

1. Log in to the FAST Help Website to retrieve the Excel spreadsheet.
 - a. Click Reports Menu
 - b. Click Child Services Reports
 - c. Click on Open5094_21+
 - d. Click on the link that includes your county to open the appropriate spreadsheet
 - i. Each spreadsheet has a tab for each county
 - ii. This worksheet will contain a list of cases with open 5094s that should be closed
2. To close out the cases on their list in their local case management system, counties will need to enter a Placement Authority Termination Date for all of these adults.
3. The date to enter can be one of two options: 1) the date the case was actually closed or 2) the date of the individual’s 21st birthday. The 21st birthday will be included in the Excel file.

WWW.NCDHHS.GOV

TEL 919-527-6335 • FAX 919-334-1018

LOCATION: 820 S. BOYLAN AVE. • MCBRYDE BUILDING • RALEIGH, NC 27603

MAILING ADDRESS: 2401 MAIL SERVICE CENTER • RALEIGH, NC 27699-2401

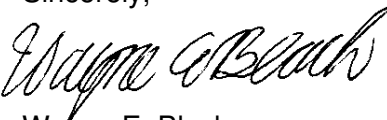
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4. In many cases, when data is entered in the field Placement Authority Termination Date, the system may require data to be entered or modified in other fields, which are listed below. The data to be entered can either be 1) the accurate data from the case file or 2) the default entry, which is listed in italics next to the fields of interest below.
 - a. Termination Reason: *07* (emancipation)
 - b. Termination Date: *Date of 21st birthday* (must be the same as Placement Authority Termination Date)
 - c. Date Plan Realized: *Date of 21st birthday* (must be the same as Placement Authority Termination Date)
 - d. Living Arrangement End Date: *Date of 21st birthday* (must be the same as Placement Authority Termination Date)
 - e. Client Pregnant: *N*
 - f. Human Trafficking victim: *N*
5. Some local case management systems may not allow modifications for some records. For counties that have one or more of these records, please email an encrypted file that lists the problematic records and nature of the barrier (e.g. record not found) to the contacts listed in item 7 below.
6. These steps need to be completed by the close of business on September 18, 2017.
7. Please direct all questions regarding this process to:
 - a. John Ragosta at john.ragosta@dhhs.nc.gov, 919-527-6406 or
 - b. Porsche Boddicker-Young at porsche.boddicker-young@dhhs.nc.gov, 919-527-6349.

For the counties who are not directly impacted by this DCDL, it is important that when foster youth exit the system that their cases are closed according to established policy. Counties who are not impacted by this letter are: Bladen, Brunswick, Chowan, Clay, Gates, Henderson, Hoke, Madison, Pamlico, Polk, and Tyrrell.

As North Carolina's child welfare system continues its shift towards greater performance management and results oriented accountability, cleaning up these records reflects a minor but critical step in that direction. Your participation in this process is indispensable and appreciated.

Sincerely,



Wayne E. Black