



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF SOCIAL SERVICES

ROY COOPER  
GOVERNOR

MANDY COHEN, MD, MPH  
SECRETARY

WAYNE E. BLACK  
DIRECTOR

October 2, 2017

Dear County Director:

Subject: Child Welfare data reports posted on NCFAST; Fast Help

The NCFAST implementation of P4, Child Services continues to progress. One of the keys to successful transition to the new system is full and accurate data conversion. To assist county staff in the identification of potential data corrections, reports are being posted on Fast Help <https://ncfasthelp.nc.gov>

As these reports include personally identifying information (PII), a second level security password is required to open the files. Maintaining security of the password is critical for ensuring this data is not released inappropriately. All reports related to Child Welfare Services, posted in Fast Help will have a new password applied effective October 16<sup>th</sup>, 2017. To ensure that proper county staff are aware of this new password, your county assigned Children's Program Representative (CPR) and NCFAST liaisons will provide verbally ahead of October 16<sup>th</sup>.

Thank you for all your partnership to ensure data is secured properly.

Sincerely,

A handwritten signature in black ink that reads "Wayne E. Black".

Wayne E. Black

CWS-31-2017