



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

325 North Salisbury Street • Raleigh, North Carolina 27603
Courier # 56-20-25 MSC 2408

Michael F. Easley, Governor
Dempsey Benton, Secretary

Sherry Bradsher, Director
(919) 733-3055

February 7, 2008

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

**ATTENTION: CHILD WELFARE PROGRAM ADMINISTRATORS,
SUPERVISORS AND SOCIAL WORKERS**

**SUBJECT: SECTION 1426 CENTRAL REGISTRY AND
SECTION 1427 RESPONSIBLE INDIVIDUALS LIST**

EFFECTIVE DATE: IMMEDIATELY

The purpose of this letter is to notify you of changes to the Central Registry and the Responsible Individuals list. These changes were necessary to ensure system processes are in compliance with current CPS policy and rules.

On January 18, 2008, two new functions were made available in Central Registry and RIL. The Central Registry Administrative Menu displays new selection, 'Function 4-Report Delete'. This function is used to delete a DSS-5104. When the DSS-5104 is deleted and there is a corresponding RIL perpetrator record, the record will **AUTOMATICALLY** be deleted from the RIL database.

To request deletion of the DSS-5104, a written request must be submitted on a completed and signed DSS-5104D. Send written requests to:

Pam Johnson
NC Division of Social Services
Performance Management, Reporting and Evaluation Section
Child Welfare Data Management Team
325 N. Salisbury St
2415 Mail Service Center
Raleigh, North Carolina 27699-2415

The DSS-5104D form can be found at: <http://infor.dhhs.state.nc.us/olm/forms/dss/DSS-5104d-ia.pdf>

Also on January 18, 2008, a new function key, PF9-Delete RIL was added to the RIL Main Menu, 'Option-1 update by RIL Client'. This function is for **State Staff only** with 'Expunction Reversal' authority to **delete** perpetrators who were added erroneously to the Responsible Individuals List System.

To request deletion of the perpetrator, a written request must be completed on department letterhead, signed by the County Director or designee, and submitted to:

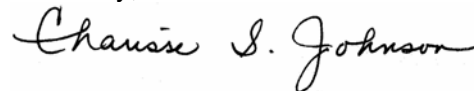
North Carolina Department of Health and Human Services
Division of Social Services – Attn Terri Reichert
Family Support and Child Welfare Services Section
325 N. Salisbury St.
2408 Mail Service Center
Raleigh, North Carolina 27699-2408

After the perpetrator is deleted from the RIL system, the perpetrator RIL code in field #38 of the DSS-5104 will automatically be changed to (00). After the RIL record has been deleted, the county worker should go into the Central Registry (CYA) and adjust the type found code as necessary to match the RIL code changed by the system due to the deletion.

Several months ago, counties were provided a complete list of names on the RIL for their county and were advised to verify that the names appearing on the list were legitimately supposed to be on the list. Only the responding counties that provided names to be removed will be contacted to verify that the name was actually removed. If removed, you may update the corresponding DSS-5104.

If you have any questions, please contact Terri Reichert, CPS Policy Consultant at (919) 733-4622.

Sincerely,



Charisse Johnson, Chief
Family Support and Child Welfare Services

CJ/ttr

cc: Sherry Bradsher
Jo Ann Lamm
Children's Program Representatives
Family Support and Child Welfare Services Team Leaders
Local Business Liaisons
Work First Representatives

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