



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

325 North Salisbury Street • MSC 2408 • Raleigh, North Carolina 27699-2408  
Courier # 56-20-25

Michael F. Easley, Governor  
Dempsey Benton, Secretary

Sherry S. Bradsher, Director  
(919) 733-3055

April 8, 2008

**Dear County Director of Social Services**

**ATTENTION: Child Welfare Program Administrators and Supervisors**  
**SUBJECT: System for Tracking Changes on the Responsible Individuals List**  
**EFFECTIVE: April 9, 2008**

We would like to make you aware of an 'inquiry only' feature of the Responsible Individuals List. Recently when counties were asked to review their Responsible Individuals List (RIL) for accuracy it became apparent that a system for tracking changes made to the RIL was necessary. Effective April 9, 2008 the Central Registry Responsible Individual List system (CYA/RIL) has been enhanced to provide a historical tracking system of changes made to all DSS-5104a's, which is the RIL form.

Both systems, Central Registry (CYA) and the Responsible Individual List (RIL) will generate historical records that may be viewed by appropriate users. To access the historical information screen via the Responsible Individual List System Main Menu, select Option 6 – RIL INQUIRY TRANSACTION TRACKING SCREEN. The tracking screen will indicate what change was made, when it was made and by whom it was made.

Instructions for the use of the RIL tracking system can be found in Chapter VIII, Section 1427, attachment 1, the RIL Users Manual. Please refer to Change Notice #04-2008. The link to this change notice is <http://info.dhhs.state.nc.us/ol/manuals/dss/csm-60/chq/>.

If you have any questions related to policy, please feel free to contact Terri T. Reichert, CPS Policy Consultant, at (919) 733-4322 or by email at [terri.reichert@ncmail.net](mailto:terri.reichert@ncmail.net). For questions related to automation, please contact the DSS Information Support Unit at (919) 733-8938.

Sincerely,

A handwritten signature in cursive script that reads "Charisse S. Johnson".

Charisse S. 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

**FSCWS- 18-08**