



**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 24, 2008

Dear County Director of Social Services

Attention: Child Welfare Program Managers, Supervisors and Workers

Subject: Structured Documentation Instruments for CPS Assessments (DSS-5010 and DSS-5010a)

In June 2006 the Children's Services Committee asked the North Carolina Division of Social Services to explore the formation of a workgroup for the purpose of developing a standardized documentation template. The Division in partnership with the Structured Documentation Instrument workgroup members are pleased to announce that the instrument was approved for statewide use by the Children's Services Committee in March 2008. This instrument is required for use in all Child Protective Services Assessments beginning July 1, 2008.

Currently, the instrument has been made into two non-interactive forms (DSS-5010 and DSS-5010a) which can both be accessed from the Division's forms website at: <http://info.dhhs.state.nc.us/olm/forms/forms.aspx?dc=dss>. The DSS-5010a serves as the page on which all individual contacts are captured. This form has been developed to facilitate simplified reproduction of additional on-going contact sheets as needed for each case. Beginning July 1, 2008 this instrument will be made interactive on the Division's forms website. The interactive forms will be set-up so that counties will be able to save the form with only partial data entered as needed. This means that workers will be able to document their case activities as the case progresses and save that information each time the enter in new information.

The DSS-5010, the DSS-5010a along with the instrument's instructions are currently posted to the Division's website in order to allow each county to convert the instrument into the format that best meets its own needs. A hard-copy of each of these non-interactive forms is also attached to this letter. Counties may elect to begin using the instrument prior to the implementation date but all counties will need to begin using the instrument as of July 1, 2008.

At each of the three regional MRS/SOC meetings in May and June time will be devoted to the discussion of the instrument and its completion. Your Children's Program Representative (CPR) will be also be instructed on the process for using each form and can be available to your county as technical assistance in completing these instruments.

Please contact R. Patrick Betancourt - MRS Program Coordinator at 919-733-4622 or at: patrick.betancourt@ncmail.net if you have questions about this letter.

Sincerely,

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

Charisse Johnson, Chief
Family Support and Child Welfare Services

Attachments:

[DSS-5010](#), [DSS-5010a](#), and [DSS-5010](#) Instructions

cc: Sherry S. Bradsher
Sarah Barham
Local Business Liaisons Managers
Jo Ann Lamm
Children' Services Program Representatives
Family Support and Child Welfare Services Team Leaders