



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

July 2, 2008

**DEAR COUNTY DIRECTOR OF SOCIAL SERVICES**

**ATTENTION: Child Welfare Program Administrators and Supervisors**

**SUBJECT: DSS-5104 Field 29, Report to the Central Registry**

**EFFECTIVE: Immediately**

On June 13, 2008, Terminal Message #2008-80 was sent by DSS Information Support Unit, regarding the DSS-5104, Type Found, Field 29 now being a protected field. This letter is in follow-up to that Terminal Message to ensure that all persons with responsibility for completing the DSS-5104 are made aware of this change.

A brief audit of the Central Registry/Responsible Individuals list revealed some inconsistent information in the Type Found Field that had been entered by county Departments of Social Services. Therefore, it has become necessary to protect Field 29 to ensure the accuracy of information being keyed into the Central Registry. Now, once a code is keyed into Field 29 you will no longer be able to edit this field. A valid code that is consistent with Field 31 Maltreatment Type is required; the system will not accept an invalid code to be entered nor will it accept a DSS-5104 to be entered with this field blank. Should a keying error be made, it will be necessary for the entire DSS-5104 to be deleted using the DSS-5104d and a new corrected DSS-5104 will need to be keyed.

Changes to the Type Found Field 29 that are the result of an Expunction review are made using the DSS-5104a, Report to the Responsible Individuals List. Please refer to Chapter VIII, Section 1427 of the manual for guidance regarding completion of the DSS-5104a.

This change will be updated in the next issuance of the Central Registry User's Manual. If you have any questions, please feel free to contact DSS Information Support Unit at (919) 733-8938 or Terri Reichert, CPS Policy Consultant, at (919) 733-4622 or by email at [terri.reichert@ncmail.net](mailto:terri.reichert@ncmail.net).

Sincerely,

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

Charisse S. Johnson, Chief  
Family Support and Child Welfare Services

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

**FSCWS-29-08**