

County: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

PART A- CASE COUNT

Number of Cases by Month	June 2003	July 2003	Aug 2003	Sept 2003	Oct 2003	Nov 2003	6 month totals	Monthly avg.
# of <b>CPS intakes screened out</b> per month								
# of total <b>CPS intakes accepted</b> per month								
# of active <b>CPS-Case Planning/ Case Management</b> cases (families) open last day of month								
# of families provided with <b>Post-adoptive Services</b> per month (not adoption assistance)								
# of Foster/ Adoptive Parents <b>trained</b> per month								
# of new additional, non fee <b>home studies</b> per month								

Please fill out the survey and return before December 19, 2003 to Keith Davis, NCDSS, 325 North Salisbury Street, Raleigh, NC 27699-2406

## Case Count Instructions

- **CPS Intake-** Includes activities involving the receiving and screening of reports of alleged abuse, neglect or dependency.
- **Screened out** - Intake referrals that are never opened or referred to other agencies/services.
- **CPS Accepted** - Intake referrals that are opened for 210 services.
- **Active Case Planning/Case Management cases-** These are substantiated cases which receive CPS CP/CM service provision. Report the number of cases open on the last day of each month which received actual social work services during the given month. Do not include those open for 215 services that did not receive service provision. Do not include other types of case management services (preventive, at risk, etc.) in this area. **Please note that MRS counties should include cases opened for In-Home Services in this section.**
- **Post-adoptive Services-** These are social work services provided to adopted children, adoptive parents, or adult adoptees, such as adoption support groups, placement adjustment, etc. This category does not include adoption assistance. Please provide a total, unduplicated number of people served each month.
- **Foster/ Adoptive Parents trained-** This refers to the total number of Foster/ Adoptive applicants or parents who receive formal training by county DSS staff (i.e. MAPP, Deciding Together, etc.) Please provide a total, unduplicated number of people served each month.
- **Additional, non-fee home studies-** These are studies that the county performs for customers that are not typically associated with another open service. These cases are opened for the express purpose of completing the home study, such as court ordered home assessments, relative adoptions, etc. Please provide a total, unduplicated number of studies performed each month.

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PART B – SURVEY QUESTIONS/STAFF FEEDBACK

**Response to Domestic Violence Questions as a result of the use of our new Structured Intake:**

1) What has local staff said about the required domestic violence question used on all reports as a part of the screening process, pros and cons ?

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2) Is your staff feeling prepared to deal with the responses received as a result of the DV question ? yes or no (circle one)

3) How are reporters responding to the DV question ?

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4) What is your assessment of the community’s response to use of the DV screening question ?

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**Criminal Record Checks/Feedback:**

1) Is local law enforcement assisting your county with the completion of criminal record checks in abuse cases ? yes or no (circle one)

2) If the answer to question one is yes, explain how and when law enforcement is offering assistance.

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PART C - STAFF POSITIONS

COUNTY: \_\_\_\_\_

Please report budgeted FTE positions as of **December 1, 2003**, regardless of whether the position is filled or not, in the space beside each question.

\_\_\_\_\_ How many total child welfare social work positions do you have? (not supervisors)

Of these positions please list the Full Time Equivalents (FTE) for each area:

- \_\_\_\_\_ CPS Intake
- \_\_\_\_\_ CPS Investigative Assessment
- \_\_\_\_\_ CPS Case Planning and Case Management
- \_\_\_\_\_ Placement Case Management (Foster Care and/or Adoption)
- \_\_\_\_\_ Foster Parent Licensing
- \_\_\_\_\_ Foster/ Adoptive Parent Training
- \_\_\_\_\_ Additional Home Studies
- \_\_\_\_\_ Of the total Child Welfare positions, how many are performing multiple tasks (e.g. Intake and Investigations, CP/CM and Investigations, CP/CM and foster care, etc.) ?
- \_\_\_\_\_ Of the total Child Welfare positions (if any) identified for preventive services ?

**(Note: Please insure your FTE breakouts equal your total FTE count)**

\_\_\_\_\_ How many child welfare social work supervisor positions do you have?

Of these positions please list the Full Time Equivalents (FTE) for each area:

- \_\_\_\_\_ Intake
- \_\_\_\_\_ CPS Investigative Assessment
- \_\_\_\_\_ CPS Case Planning and Case Management
- \_\_\_\_\_ Placement (Foster Care, Licensing, Adoption, Home Studies)

\_\_\_\_\_ How many total child welfare management positions do you have? (Program Managers, Administrators, Assistant Directors, etc.)

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## STAFF POSITION DEFINITIONS

- **FTE (Full Time Equivalent)**- Full Time Equivalent means the number of full time positions allocated to child welfare services. This data is reported in allotted percentages in respective program areas.
- **Child welfare social work positions**- Positions that provide direct social work services to community members. Do not include in-home aides, transportation aides, or CSSA staff. Also do not list positions providing services not listed on the survey, such as Intensive Family Preservation, Delinquency Prevention, School Social Work, etc. Designated after-hours position(s) should be divided into appropriate service areas.
- **Supervisor positions**- Positions which provide direct supervision to line social workers.
- **Management positions**- This refers to Program Managers, Program Administrators, Assistant Directors, etc. If these positions also manage other service areas, only report the % of FTE dedicated to child welfare services.
- **Multiple Tasks Positions** – Positions that cover more than one program area. The social worker would be splitting their work time among at least two programs.

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PART D – ADDITIONAL STAFFING DATA

COUNTY: \_\_\_\_\_

Of the total FTE positions you reported, how many of these positions are **vacant as of December 1, 2003** in the following areas:

Social Workers: \_\_\_\_\_

Supervisors: \_\_\_\_\_

Administrators: \_\_\_\_\_

During the **calendar year 2003**, how many of your approved child welfare positions were vacant at any time? For the purposes of this question, please do not count any position more than once, even if it was vacated more than once during the year.

Social Workers: \_\_\_\_\_

Supervisors: \_\_\_\_\_

Administrators: \_\_\_\_\_

The Child Welfare Collaborative through UNC Chapel Hill is seeking to maintain data regarding child welfare practitioners with a bachelor or master’s degree in social work. The Collaborative prepares Bachelor of Social Work and Master of Social Work students for careers in child welfare. Please provide the following information regarding your current child welfare staff to assist in this important initiative. (For this part of the survey, FTE percentages are not important. Simply list each qualifying staff in one area of practice)

Practice Area	# of staff with BSW	# of staff with MSW	# of staff with Clinical Licensure
Social Work (Direct Practice)			
Supervision			
Program Management			

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Please use this page to summarize the educational background of Child Welfare staff that lack bachelor or master degrees in social work. For Example: You should provide the number of staff with Master degrees in other areas, number of staff with related Human Service degrees, and staff with other/non Human Service related degrees.

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Thanks for your time. Below, please list any necessary comments regarding any part of the survey data:

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