



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

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Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

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

June 13, 2006

### **DEAR COUNTY DIRECTOR OF SOCIAL SERVICES**

#### **SUBJECT: Responsible Individuals List**

As you know, the Responsible Individuals List (RIL) was implemented on May 1, 2006 as a result of legislative changes during the 2005 session of the N.C. General Assembly. The new system is used to track historical and statistical data on persons identified by county Departments of Social Services to be responsible for the abuse or serious neglect of a juvenile.

At the time the Responsible Individuals List went into effect, the automation changes to the Central Registry and the Responsible Individuals List automated system were not complete. As such, social workers were completing all fields on the DSS-5104 with a revision date of 05/06, but counties were unable to key the "Lack of Child Development Knowledge Contributory Factor" (field 26), the "Serious" neglect indicator (field 31), or the "Responsible Individuals List" (field 38) into the system. Counties were instructed to send forms that reflected serious neglect and/or had a code of 01, 02, or 03 in the RIL field to the Black Mountain Office for data entry.

On June 15, 2006, the changes to the Central Registry will be complete; counties will be able to enter the DSS-5104 form into the Central Registry in its entirety and should no longer send forms to the Black Mountain Office. On June 15, counties will also begin receiving turnaround forms for the DSS-5104 and the DSS-5104-a when appropriate. The DSS-5104-a tracks the expunction process for individuals placed on the Responsible Individuals List, and a turnaround will only be generated when a person who has been determined responsible for abuse or serious neglect has been placed on that list.

After June 15<sup>th</sup>, the Black Mountain Office staff will complete the backlog of data entry for the forms submitted to them as quickly as possible and counties will receive the appropriate turnaround forms after they have done so.

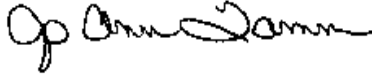
The Responsible Individuals List itself can be accessed through the Central Registry menu. Once logged into the Central Registry, select option number 9 "RIL". That selection will bring up the RIL menu, where the DSS-5104-a can be updated. In order to update the DSS-5104-a, you will need to know the RIL form number, which will be on the DSS-5104-a when the turnaround is received. Counties will be able to update the Responsible Individual List fields (the DSS-5104-a fields) beginning June 15<sup>th</sup>.

By June 30, 2006, the RIL "Search by Name" and "Search by Social Security Number" functions will be operational. At that point, counties will be able to search the RIL list for the purpose of assessing county employment or fitness to care for children. Until those options are available,

counties will receive a terminal message stating, "OPTION UNDER DEVELOPMENT: NOT ALLOWED" if they attempt to search by name or social security number. We will notify counties with a "Dear County Director" letter when those options become available.

Any questions regarding policy may be addressed to Terri T. Reichert at the Family Support and Child Welfare Services Section at (919) 733-4622, or by email at [terri.reichert@ncmail.net](mailto:terri.reichert@ncmail.net). For questions regarding data entry into the CPS Central Registry System you may contact Kate Johnson at (919) 733-3801, or by email at [katherine.johnson@ncmail.net](mailto:katherine.johnson@ncmail.net).

Sincerely,



Jo Ann Lamm, Chief  
Family Support and Child Welfare  
Services Section

Sincerely,



Hank Bowers, Chief  
Performance Management/  
Reporting & Evaluation Management

JAL/klj  
HB/klj

cc Sherry Bradsher  
Children's Program Representatives  
Work First Representatives  
Family Support and Child Welfare Services Team Leaders  
Local Business Liaisons  
Sarah Barham  
Child Welfare Attorneys

**FSCWS-36-06**  
**PM-REM-05-2006**