



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

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

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Pheon E. Beal, Director
(919) 733-3055

August 16, 2004

Dear County Director of Social Services

Subject: AOC Contract and Implementation Schedule

The Division of Social Services is pleased to announce that we have finalized a contract with the Administrative Office of the Courts (AOC) that provides access to the Automated Criminal/Infraction System (ACIS). By developing this contract we hope that this provides your agency with the opportunity to ensure the safety of children by allowing your agency the capability to conduct criminal records checks on foster and adoptive parents, potential social workers, parents, guardians, custodians, and caretakers substantiated for abuse, neglect, or dependency, caregivers under Child Protective Services Investigation, and caregivers responsible for children in Foster Care.

In order to respond to the needs of all 100 county DSS's, AOC has added two permanent positions to their Security team, so that they can provide and support access to AOC information systems for DSS statewide.

Access to the ACIS system is being granted so that all county DSS's can immediately determine the legal status of all adults with/without criminal records and/or pending charges in North Carolina. It is not a substitute for a legally binding criminal record check that can be verified with a seal from your local Clerk of Court. The access to AOC information systems provided under this agreement is the ability to perform inquiries, only. This does **not** grant to your staff any legal authority to certify record checks, enter information into the court's records, or testify as to the evidentiary value of anything they find in the AOC's systems. Information obtained from AOC systems is for your office's internal research purposes, only. Only the Clerk of Superior Court can certify court information in their county as "true and accurate," and nobody - including the Clerk - can certify the truth and accuracy of a statewide background check.

As agreed upon in our contract, we will be incorporating a "train the trainer" model for all 100 counties. Upon receiving training from AOC, the identified trainer will be expected to relay this information to county staff within 30 days after being trained by AOC. **Make sure that the person(s) that you send will be able to effectively train local agency staff on how to use the ACIS system.** The 10 pilot counties will be trained first, while

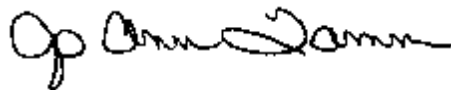
the remaining 90 counties will be phased in during the next four quarters of the implementation schedule (The full implementation schedule is attached).

Based on information that we received from AOC in the fall of 2003, we have identified four levels of county access which helped with the development of the implementation schedule. The four levels of access that currently exists are: 10 pilot counties already identified, 27 counties with no access to the ACIS system, 39 counties with access but no formal contract, and 24 counties with a formal contract with AOC. The implementation schedule was developed using the level of access that each county currently has, proximity to the AOC-designated training sites, and your county level (1, 2, and 3). Please do not contact AOC staff with suggested changes to the implementation schedule. Upon receiving the implementation schedule please carefully review the document, noting the quarter in which your county will be trained.

The next communication you receive will be an enrollment packet from the AOC, in the month prior to the quarter in which your county is scheduled for implementation. That packet will contain an interagency agreement (if your office does not already have one with the AOC), user ID request forms, a training schedule for your quarter, and enrollment forms for your trainers. Due to the limited space at all of the training sites being used, we would strongly suggest that if the identified staff cannot attend the training that your county contact the Division with a replacement.

In the future, if you have any questions regarding the implementation schedule and other issues related to access to the ACIS system, please contact the Family Support and Child Welfare Services, Data Management team at (919) 733-3801. **Please do not call AOC with any questions related to the contract or the implementation schedule.** Thank you for being so patient in allowing us to make certain that we have a system in place with the Administrative Office of the Courts to achieve our goal of providing access to this valuable information for your agencies.

Sincerely,



JoAnn Lamm, Program Administrator
Family Support and Child Welfare Services

CC: Pheon Beal
Sherry Bradsher
Sarah Barham
Family Support and Child Welfare Team Leaders
Local Business Liaisons
Children's Programs Representatives
Work First Program Representatives

JAL/asj
FSCW-37-04

Pilot Counties (August 15—September 30, 2004)

Edneyville Training Site

County	Location	Level	# Participants	Previous Involvement
Cherokee	West	1	2	Pilot
Davie	Central	1	2	Pilot
Forsyth	Central	3	3	Pilot
Transylvania	West	1	2	Pilot

Total: 9 Participants 4 Counties

Raleigh Training Site – 12 spaces

County	Location	Level	# Participants	Previous Involvement
Brunswick	East	2	2	Pilot
Gates	East	1 – Small	1	Pilot
Greene	East	1- Small	1	Pilot
Nash	East	2	2	Pilot
Orange	Central	2	2	Pilot
Richmond	Central	1	2	Pilot

Total: 10 Participants 6 Counties

Pilot County Totals: 19 Participants, 10 counties

Session #1 (September 15—October 15, 2004)

Edneyville Training Site – 20 spaces

County	Location	Level	# Participants	Previous Involvement
Graham	West	1 – Small	1	None
Clay	West	1 – Small	1	None
Macon	West	1 – Small	1	None
Jackson	West	1 – Small	1	None
Madison	West	1	2	None
Polk	West	1 – Small	1	None
McDowell	West	1	2	Access, No Contract
Henderson	West	2	2	Access, No Contract
Buncombe	West	3	3	Access, No Contract

Total: 14 Participants 9 Counties

Greenville Training Site – 8 spaces

County	Location	Level	# Participants	Previous Involvement
Camden	East	1 – Small	1	None
Currituck	East	1	2	None
Tyrell	East	1- Small	1	None
Hyde	East	1 – Small	1	None
Washington	East	1 – Small	1	None
Lenoir	East	2	2	None

Total: 8 Participants 6 Counties

Raleigh Training Site – 12 spaces

County	Location	Level	# Participants	Previous Involvement
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Chatham	Central	1	2	None
Alleghany	West/Central	1 – Small	1	None
Wayne	Central/East	2	2	None
Warren	Central	1 – Small	1	None
Alamance	Central	2	2	Access, No Contract
Guilford	Central	3	3	Access, No Contract
Lee	Central	1	2	Access, No Contract

Total: 12 Participants 7 Counties

Session #1 Totals: 33 participants, 22 counties

Session #2 (October 15—January 15, 2005)

Edneyville Training Site – 20 spaces

County	Location	Level	# Participants	Previous Involvement
Avery	West	1 – Small	1	None
Mitchell	West	1	2	None
Yancey	West	1	1	None
Alexander	West/Central	1	2	Access, No Contract
Gaston	Central	3	3	Access, No Contract
Lincoln	Central/West	2	2	Access, No Contract
Haywood	West	2	2	Access, No Contract
Swain	West	1 – Small	1	Access, No Contract
Wilkes	Central	2	2	Access, No Contract
Cleveland	West	2	2	Current Contract
Rutherford	West	2	2	Current Contract

Total: 20 Participants 11 Counties

Greenville Training Site – 8 spaces

County	Location	Level	# Participants	Previous Involvement
Bertie	East	1 – Small	1	None
Hertford	East	1 – Small	1	None
Northampton	Central/East	1 – Small	1	None
Chowan	East	1 – Small	1	Access, No Contract
Martin	East	1 – Small	1	Access, No Contract
Perquimans	East	1 – Small	1	Access, No Contract
Pasquotank	East	1	2	Access, No Contract

Total: 8 Participants 7 Counties

Mecklenburg Training Site – 7 spaces

County	Location	Level	# Participants	Previous Involvement
Anson	Central	1 Small	1	None
Davidson	Central	2	2	Access, No Contract
Rowan	Central	2	2	Access, No Contract
Stanley	Central	1 – Small	1	Access, No Contract
Montgomery	Central	1 – Small	1	Current Contract

Total: 7 Participants 5 Counties

Session #2 Totals: 35 participants, 23 counties

Session #3 (April 15—July 15, 2005)

Edneyville Training Site – 20 spaces

County	Location	Level	# Participants	Previous Involvement
Watauga	West	1 – Small	1	None
Ashe	West	1 – Small	1	Access, No Contract
Burke	West	2	2	Current Contract
Caldwell	West	2	2	Current Contract
Catawba	Central	3	3	Current Contract
Iredell	West/Central	2	2	Current Contract

Total: 11 Participants 6 Counties

Greenville Training Site – 8 spaces

County	Location	Level	# Participants	Previous Involvement
Beaufort	East	2	2	Access, No Contract
Jones	East	1 – Small	1	Access, No Contract
Onslow	East	2	2	Access, No Contract
Pamlico	Central/East	1 – Small	1	Access, No Contract
Pitt	East	2	2	Access, No Contract

Total: 8 Participants 5 Counties

Raleigh Training Site – 12 spaces

County	Location	Level	# Participants	Previous Involvement
Person	Central	1	2	None
Franklin	Central	1	2	Access, No Contract
Granville	Central	1	2	Access, No Contract
Halifax	Central/East	2	2	Access, No Contract
Harnett	Central	2	2	Access, No Contract
Vance	Central	2	2	Access, No Contract

Total: 12 Participants 6 Counties

Brunswick Training Site – 11 spaces

County	Location	Level	# Participants	Previous Involvement
Hoke	Central	1	2	None
Scotland	Central	2	2	Access, No Contract
Robeson	East	2	2	Access, No Contract
Columbus	East	2	2	Access, No Contract
Pender	East	1	2	Access, No Contract
Bladen	Central/East	1	1	Access, No Contract

Total: 11 Participants 6 Counties

Session #3 Totals: 42 participants, 23 counties

Session #4 (July 15—September 15, 2005)

Greenville Training Site – 8 spaces

County	Location	Level	# Participants	Previous Involvement
Carteret	East	2	2	Current Contract
Craven	East	2	2	Current Contract
Dare	East	1	2	Current Contract
Edgecombe	East	2	2	Current Contract

Total: 10 Participants 4 Counties

Raleigh Training Site – 12 spaces

County	Location	Level	# Participants	Previous Involvement
Rockingham	Central	2	2	Access, No Contract
Stokes	Central	1	2	Access, No Contract
Surry	Central	2	2	Access, No Contract
Yadkin	Central	1	2	Access, No Contract
Moore	Central	2	2	Current Contract
Randolph	Central	2	2	Current Contract

Total: 12 Participants 6 Counties

Raleigh Training Site – 12 spaces

County	Location	Level	# Participants	Previous Involvement
Caswell	Central	1	2	Current Contract
Durham	Central	3	3	Current Contract
Johnston	Central	2	2	Current Contract
Wake	Central	3	3	Current Contract
Wilson	East	2	2	Current Contract

Total: 12 Participants 5 Counties

Brunswick Training Site – 11 spaces

County	Location	Level	# Participants	Previous Involvement
Cumberland	Central/East	3	3	Current Contract
Duplin	East	2	2	Current Contract
New Hanover	East	3	3	Current Contract
Sampson	Central/East	2	2	Contact, No Contract

Total: 10 Participants 4 Counties

Mecklenburg Training Site – 7 spaces

County	Location	Level	# Participants	Previous Involvement
Cabarrus	Central	2	2	Current Contract
Mecklenburg	Central/West	3	3	Current Contract
Union	Central	2	2	Current Contract

Total: 7 Participants 3 Counties

Session #4 Totals: 51 participants, 22 counties