

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

325 North Salisbury Street • MSC 2406 • Raleigh, North Carolina 27699-2406  
Courier # 56-20-25

Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

Pheon E. Beal, Director  
919-733-3055

November 22, 2004

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

**SUBJECT:**            Annual Child Welfare Caseload Survey

Once again it is time to conduct our Annual Child Welfare Caseload Survey. As with prior caseload surveys, it is very important that each county respond by accurately completing the survey in a timely fashion. This year's survey involve a few changes/additions, to include:

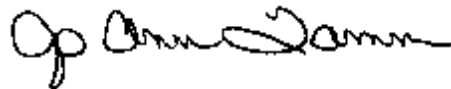
- 1) A request for the County DSS Director's signature on each page of the completed survey;
- 2) A request for the "# of open Investigative and Family Assessments on the last day of the month";
- 3) A request for organizational charts with positions #'s for Children Services Staff, to be attached to survey (counties that established new CPS positions with the \$5 million allocation must identify these new positions on their organizational chart);
- 4) A request for more information on vacancies (e.g. avoidable and unavoidable vacancies);
- 5) A request for information on the average amount of time needed to fill vacancies and prepare SW staff to assume duties over a caseload; and
- 6) A request for information on how counties are fulfilling their responsibility for covering CPS On-call/After-hours.

Please note that the Division is not asking for as much information on Foster Care and Adoptions, as we are able to access this information through our Child Placement and Payment System. The Division collaborated with representatives from the North Carolina Association of County Director's of Social Services to revise the survey. It is crucial that each County DSS Director and staff pay close attention to the survey. Please note that it is expected that the results of this survey will be used when for the purpose of securing additional funding for MRS. In addition, as in the past, this data will be made available for the media; advocacy groups; and to assist with federal reporting requirements. There is no plan for the Division to conduct another survey this fiscal year for the purpose of providing the General Assembly with information in which to decide on new funding allocations, therefore it is critical that each county accurately complete this survey.

A set of definitions/ instructions is included with each page of the survey to aid in its completion. Please pay close attention and adhere to these instructions. Do not make changes to the survey form. It is important that you follow the directions given. Your Children's Program Representative (CPR) is available to assist with the survey process as needed.

In order for the Division to compile the data in a timely manner, please complete the survey and return it to Keith Davis at 325 North Salisbury Street, MSC 2439, Raleigh, NC, 27699-2439 no later than December 17, 2004. Thank you for your participation in this important endeavor. If you have questions, please contact your CPR or Mr. Davis at (919) 733-7831.

Sincerely,

A handwritten signature in black ink, appearing to read "Jo Ann Lamm". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

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

JAL/kd

Attachment

cc: Pheon Beal  
Sherry Bradsher  
Children's Services Team Leaders  
CPRs

***FSCWS-46-04***