



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

2408 Mail Service Center • Raleigh, North Carolina 27699-2408

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

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

July 24, 2007

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

**ATTENTION: CHILDREN'S SERVICES SUPERVISOR
CHILDREN'S SERVICES SOCIAL WORKERS**

SUBJECT: CHANGES TO THE STRUCTURED INTAKE FORM, DSS-1402

EFFECTIVE: IMMEDIATELY

The purpose of this letter is to inform you of revisions made to the Structure Intake Form, DSS-1402. There has been one set of questions added to the universal questions asked of all reporters regarding the children's medical insurance and where the children receive regular health care, or their medical home. This policy became effective January 2007 when the revised CPS manual was released. We have heard from several counties that they were not aware of this change. Therefore, we are bringing the change to your attention via this letter.

A medical home is pediatric care that originates in a primary care setting that addresses all of the child's health and non-health related issues in partnership with the family. Receiving care through a medical home can improve child health outcomes by promoting timely use of health care services, increasing continuity of care and raising satisfaction of care by families and providers. Ensuring that all children have access to appropriate health care and health care coverage has been a concern of our child advocates and is an issue that was addressed in our recent federal Child and Family Services Review. Having this information on all children when we receive CPS reports at the time of the initial report will help us identify the children's well being needs more quickly and address any indentified needs more effectively.

The revised form is attached to this letter and can be accessed through the forms website at: <http://info.dhhs.state.nc.us/olm/forms/>. Please contact your Children's Program Representative or the Work First/CPS Policy Team at (919) 733-4622 if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Esther T. High".

Esther T. High, Acting Chief
Family Support and Child Welfare Section

Attachment
[DSS-1402](#)

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

FSCWS-50-07