County: _____     Date: _____

Contact Person(s): _____     _____

Phone Number(s): _____     _____

PART A- CASE COUNT

| Number of Cases by Month | June 2005 | July 2005 | Aug 2005 | Sept 2005 | Oct 2005 | Nov 2005 | 6 month totals | Monthly avg. |
|---|---|---|---|---|---|---|---|---|
| # of **CPS intakes screened out** per month | | | | | | | | |
| # of total **CPS intakes accepted** per month | | | | | | | | |
| # of open **Investigative and Family Assessments** on the last day of the month (Family Assessments MRS counties only) | | | | | | | | |
| # of active **CPS-Case Planning/ Case Management** cases (families) open last day of month | | | | | | | | |
| # of families provided with **Post-adoptive Services** per month (not adoption assistance) | | | | | | | | |
| # of Foster/ Adoptive Parents **trained** per month | | | | | | | | |
| # of new additional, non fee **home studies** per month | | | | | | | | |

Please fill out the survey and return before December 22, 2005 to
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**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.

- **Open Investigative and Family Assessments** (210 Services) - An Investigation is considered open when there has not been a case decision reported on the 5104. **Please note that Family assessments are for MRS counties only.**

- **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 - STAFF POSITIONS                    COUNTY: _____

Please report budgeted FTE positions as of **December 1, 2005**, regardless of whether the position is filled or not, in the space beside each question.

_____ 1). 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

       _____ Preventive Services

**(Note:  Please insure your FTE breakouts equal your total FTE count, as in # 1 above)**

       _____ 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, how many were established with the $2 million in new funds for CPS positions ? Organizational chart with position #'s required.

_____ 2). 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)

       _____ 3). How many total child welfare management positions do you have? (Program Managers, Administrators, Assistant Directors, etc.)

County DSS Director s Signature _____     Date _____

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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 that one program area. The social worker would be splitting their work time among at least two programs.

- **Preventive Services Positions** – Positions assigned to areas such as Individual and Family Adjustment (Service Code 330), and Medicaid At-Risk Case Management (Service Code 395).

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PART C – ADDITIONAL STAFFING DATA          COUNTY: _____

Of the total FTE positions you reported, how many of these positions are **vacant as of December 1, 2005** in the following areas:

Social Workers: _____

Supervisors: _____

Administrators: _____

During the **calendar year 2005**, 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: _____

Of the # of vacancies during **calendar year 2005** (as listed above), how many vacancies were determined to be Avoidable or Unavoidable ?  (Unavoidable is defined as death, retirement, and Reduction in Force. All other vacancies are considered avoidable. Note: The #'s given should equal the # of vacancies listed above.)

Social Workers:      Avoidable _____ Unavoidable _____
Supervisors:         Avoidable _____ Unavoidable _____
Administrators:      Avoidable _____ Unavoidable _____

From the notice of the vacancy to the point of completion of the state mandated pre-service training, what was the average length of time it took to fill these vacancies ?
How many weeks ? _____

Of the # of new employees (Social Work Staff) hired in **calendar year 2005**, how many were fully qualified when hired ? _____ What was the total # of Social Work vacancies filled during calendar year 2005 ? _____

Child Protective Services After-hours/On-call Coverage – Do you have separate/paid After-hours staff, and/or provide some form of compensation to daytime staff for covering on-call ?
Explain: _____
_____

County DSS Director s Signature _____ Date _____

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Part D – Child Welfare Collaborative Data Request        County _____

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 | | | |

Part E   Malicious Reports Data        County _____

Please refer to the DSS Administrative Letter #FSCWS-02-05 dated March 7, 2005 to respond to these questions. The decision making process is described in that letter. Please note that a malicious report is one in which the reporter knowingly and willfully makes untrue statements that the juvenile is abused, neglected or dependent.

1) Since receipt of the DSS Administrative Letter dated March 7, 2005 how many reports that have been through the decision making process have been determined by the Director to be a malicious report? _____

2) Since receipt of the DSS Administrative Letter dated March 7, 2005 how many reports that have been through the decision making process have been determined by the Director to not be a malicious report? _____

County DSS Director s Signature _____        Date _____

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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 will other/non Human Service related degrees.

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County DSS Director s Signature _____ Date _____

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Below, please list comments regarding any part of the survey data:

_____

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County DSS Director s Signature _____ Date _____

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