County: _____ Date: _____
Contact Person(s): _____ _____
Phone Number(s): _____ _____

PART A- CASE COUNT

Number of Cases by Month	June 2007	July 2007	Aug 2007	Sept 2007	Oct 2007	Nov 2007	6 month totals	Monthly avg.
# of **CPS intakes screened out** per month								
# of total **CPS intakes accepted** per month								
# of open **Investigative Assessments** on the last day of the month								
# of open **Family Assessments** on the last day of the month								
# of active **CPS In-Home Services Cases** open last day of month								
# of Assists **accepted** for CPS Assessments (Investigative and Family Assessments) during the month								
# of Assists **accepted** for CPS In-Home Services during the month								
# of Assists **accepted** for Foster Care during the 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								
# of new **Interstate Compact** cases received during the month								

County DSS Director's Signature _____ Date _____

Please fill out the survey and return before January 7, 2008 to
Keith Davis, NCDSS, 325 North Salisbury Street, MSC 2439, Raleigh, NC 27699-2439

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 CPS Assessements** (210 Services) - An open CPS Assessment is either a CPS Investigative Assessment or a CPS Family Assessment when there has not been a case decision reported on the 5104.

- **Active CPS In-Home Services cases** - These are cases opened for CPS intervention based on a substantiation or finding of in need of services. 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 CPS In-Home 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 CPS In-Home Services cases are all cases opened under services code 215.**

- **CPS Assessment Assists** – Referrals received from other North Carolina counties when a CPS Investigative or Family Assessment is open in the referring/home county. An assist is needed to help with the completion of the assessment that is being case managed by the referring/home county.

- **CPS In-Home Services Assists –** Referrals received from other North Carolina counties when a CPS In-Home Services case is open in the referring/home county. An assist is needed to help with the provision of CPS In-Home Services that are being case managed by the referring/home county.

- **Foster Care Assists** – Referrals received from other North Carolina counties when a Foster Care case is open in the referring/home county. An assist is needed to help with the provision of Foster Care Services that are being case managed by the referring/home county.

- **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.

- **Interstate Compact cases** – These are cases involving assessment and supervision of placements in relative, foster and adoptive homes based on a referral through Interstate Compact.

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PART B - STAFF POSITIONS   COUNTY: _____

Please report budgeted FTE positions as of **December 1, 2007**, 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 only

     _____CPS Family Assessment only

     _____CPS Combined Investigative and Family Assessment (positions that do both)

     _____CPS In-Home Services

     _____CPS Combined Assessment and In-Home Services (positions that do both)

     _____ Foster Care Case Management

     _____ Adoption Case Management

     _____ 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)

_____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:

     _____ CPS Intake

     _____ CPS Assessment

     _____ CPS In-Home Services

     _____ Placement (Foster Care, Licensing, Adoption, Home Studies)

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

_____ 4). How many (if any) Trainer/Staff Development positions do you have ?

_____ 5). How many (if any) full-time Child & Family Team Facilitators do you have ?

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.

- **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).

- **Trainer/Staff Development Positions –** Positions assigned in Child Welfare for purpose of training social workers on Child Welfare policy, law, rule and/or best practice.

- **Child & Family Team Facilitators –** Full-time positions assigned to Child Welfare with the sole purpose of conducting Child & Family Team Meetings.

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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, 2007** in the following areas:

Social Workers: _____

Supervisors: _____

Administrators: _____

During the **calendar year 2007**, how many of your approved child welfare positions were vacant at any time during the year?

Position vacant once during year	**Position vacant 2 or more times**
Social Workers: _____	Social Workers:_____
Supervisors: _____	Supervisors:_____
Administrators: _____	Administrators:_____

Of the # of vacancies during **calendar year 2007** (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 2007**, how many were fully qualified when hired ? _____ What was the total # of Social Work vacancies filled during calendar year 2007 ? _____

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) During calendar year 2007, how many reports that have been through the decision making process have been determined by the Director to be a malicious report? _____

2) During calendar year 2007, 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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