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

Performance Management/Reporting and Evaluation Management

2415 Mail Service Center • Raleigh, North Carolina 27699-2415

Courier # 56-20-25

Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

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

January 22, 2007

**DEAR COUNTY DIRECTOR OF SOCIAL SERVICES**

**ATTENTION: Children's Services Supervisors  
Children's Services Social Workers**

**SUBJECT: DSS-5104 Desk Reference**

We have created a desk reference sheet for completing the DSS-5104 prior to it being keyed in the Central Registry. This reference sheet includes the appropriate codes for each field on the DSS-5104. In addition, although the SIS Language Preference field is not a part of the DSS-5104, when a DSS-5104 is keyed for a new client that does not already have a record in SIS, the state system will populate SIS and require the appropriate code. For this reason, we have also included those codes at the end of the desk reference and social workers should write them on the DSS-5104 before sending it to data entry.

This reference will not replace the manual, and for a more detailed explanation of a particular field, workers should consult the Central Registry manual. However, it is hoped that by having this reference social workers can complete the DSS-5104 more easily and reduce follow up by data entry personnel regarding invalid codes.

As a reminder, all information gathered during the CPS assessment process shall be incorporated into one case decision and one DSS-5104. Even if there are multiple children, multiple perpetrators, and/or multiple maltreatment types, submit the information into the Central Registry under only one DSS-5104 form number.

A copy of the desk reference is attached. If you have any questions about this document, please call the Program Reporting and Evaluation staff at (919) 733-7831.

Sincerely,

Handwritten signature of Esther J. High in cursive.

Esther High, Acting Chief  
Family Support and  
Child Welfare Services Section

Handwritten signature of Hank Bowers in cursive.

Hank Bowers, Chief  
Performance Management,  
Reporting and Evaluation Management Section

Attachment

FSCWS-05-07/PM-REM-01-2007