



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

Performance Management/Reporting and Evaluation Management • 325 N. Salisbury Street

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Michael F. Easley, Governor
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October 25, 2007

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

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

**SUBJECT: Entering Visits with Foster Children in MRS database for cases
where the 210 CPS Assessment occurred pre-MRS and transfers
from other counties**

The purpose of this letter is to clarify how to enter information in the MRS database for children who are currently in foster care but had a CPS 210 Assessment prior to the implementation of MRS or had a CPS 210 Assessment completed in another county and are now in the custody of your county.

Entering 210 CPS Assessments

The structure of the MRS database will not allow entry in the 109 Foster Care section unless information on a child's 210 CPS Assessment has been keyed into the system. Therefore, if your county had not been entering information into the MRS database or there are children that were in care as of July 1, 2007 that came into care before your county implemented MRS, you will need to first enter information from the 210 CPS Assessment portion of the case so that you may access the 109 portion of the database for those children.

There are only 4 fields in the 210 CPS Assessment portion of the database that are required to save and close a record. Those fields are:

210-7 Social Worker Supervisor
210-16 Numeric Risk Assessment Score
210-23 Involvement/Coordination with Work First
210-24 Involvement/Coordination with Law Enforcement

For 210 CPS Assessment cases that pre-date MRS in your county, you may simply complete these 4 fields and close out 210 services so that you can proceed to enter the Social Worker visits with Children In Care in the 109 Foster Care portion of the database. If the case predates

the current Risk Assessment tool (DSS-5230) simply enter a score that is appropriate based on the Risk Level displayed in MRS 210 in Field 210-17. (For example if Field 210-17 is High, a score of 8-12 would be appropriate.)

For 210 CPS Assessment cases that were initiated after the implementation of MRS, all 210 information should be entered before the 210 record is closed.

Be sure to close out 210 CPS Assessment services in the database by checking the box in Field 33 when you have completed these fields. If you do not close out 210 CPS Assessment services, the system will not allow you to enter 109 Foster Care Services.

Transfer Cases

If a case has been transferred to your county and you did not complete the original 210 CPS Assessment as well as the DSS-5104, you do not have to enter those cases into the MRS database at this time. The MRS database is structured in such a way that the county that completed the original DSS-5104 owns the record and other counties cannot enter information on any services resulting from that assessment. The Division plans to address this limitation in the future.

In addition, as mentioned in DCDL FSCWS-45-07 children that are in care due to the following circumstances are not able to be entered into the MRS database.

1. Young Adults entering care through a CARS agreement.
2. Children entering care in North Carolina through the ICPC.
3. Children entering care through a relinquishment.
4. Children entering care through a VPA.

If you have any questions about entering this information, please feel free to contact Heather Bohanan at Heather.Bohanan@ncmail.net or 919-733-7831.

Sincerely,



Hank Bowers, Chief
Performance Management/
Reporting & Evaluation Management

HB/hb

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