**Foster Care Visits in CPPS**

**Q&A document**

The following includes all questions that were asked during the two webinars held on April 25th and 26th.

**Q: If there are multiple visits in one month, can all visits be keyed?**

**A**: Yes, you can key as many visits per month as you like. However, NCDSS is only “looking” for one visit per month for federal reporting purposes. If you only enter one per month and one of those took place in the home, please ensure it is a visit that occurred in the home of the foster child.

**Q: Were the slides from this webinar in the 4/9 email?**

**A:** No.

**Q: After May 15, 2019 do we need to go back and enter the children that we are unable to key into the CPPS?**

**A:** Beginning May 15th, if a child has a 5094 in your county, you can key a 5094A. You will need to go back and enter visits from October 2018 onward for children that have been in foster care but were unable to be entered into MRS/WIRM. (For example, if you have had a transfer child, or gift of the court, so you have not been keying visits in MRS/WIRM, after May 15th, you should enter all the visits with that child since October 2018 in CPPS using the 5094A.) You do not need to go back farther than our current Federal Fiscal Year (which began October 2018).

**Q: How quickly are we to have these keyed in each month**

**A**: That is an agency decision however, we would suggest each month’s visits be keyed by the 15th of the following month.

**Q: Will FC workers still need to complete the MRS form?**

**A**: The MRS form, or the DSS-5106 will no longer be needed and will be removed from the website after MRS is retired on May 10th. We have created a similar form, the DSS-5094A which is on the forms website and attached to the Change Notice, that counties can use if they wish.

**Q: How do we close the 5094A for a child when the case closes?**

**A**: There are no changes to the way the 5094 works – you will continue to close it as you always have. The 5094A does not get closed out. You simply enter visits until you have keyed them all.

**Q: Is there a query already built in the data warehouse?**

**A**: Since the 5094A is not live yet, there is not a CSDW query available now. There will be one available by May 15th or shortly thereafter and counties will be notified when it is available.

**Q: Will you be able to key visits in CPPS that were not able to be keyed into WIRM ie -transfers from other counties?**

**A**: Yes. Beginning May 15th, if a child has a 5094 in your county, you can key a 5094A.

**Q: We are an NCFAST County, for Intake and Assessment only, how do we key a case from CPS without a SIS#?**

**A:** NCFAST Counties that are using legacy for Permanency Planning are required to assign a SIS number when a child moves to ongoing services. You would use this SIS number to open a 5094 and then key visits using the 5094A.