



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

325 North Salisbury Street • Raleigh, North Carolina 27699-2406
Courier # 56-20-25

James B. Hunt, Jr., Governor
H. David Bruton, M.D., Secretary

Kevin M. FitzGerald, Director
(919) 733-3055

October 16, 2000

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

SUBJECT: Child Welfare Staffing Survey

It is time once again to conduct the annual child welfare staffing survey. As you know, it is important that we collect this data prior to each legislative session so that we can demonstrate our capacity to adhere to caseload standards, justify necessary requests for additional funding, and educate state leaders concerning our condition in this crucial area.

The attached survey has been slightly redesigned from last year in an attempt to reflect current changes in staffing standards. Each county will receive a summary of their staffing data once all data is collected and analyzed. Statewide data will be made available to interested parties once the survey process is complete.

A set of definitions is included with the survey to aid in completion. Additionally, each CPR is available to the members of their team for consultation.

In order to compile the data in a timely manner, please complete the survey and return it to your CPR no later than December 15, 2000. Thank you for your participation in this important endeavor.

Sincerely,

A handwritten signature in cursive script, appearing to read "Charles C. Harris".

Charles C. Harris, Chief
Children's Services Section

cc: Chip Modlin
Nancy Costin
Karen Anderson
Melinda Hamrick
LSMs
Children's Services Team Leaders
CPRs

County: _____ Date: _____

Contact Person(s): _____

Phone Number(s): _____

PART A- CASE COUNT

Number of Cases by Month	June 2000	July 2000	August 2000	September 2000	October 2000	November 2000
# of total Child Welfare intakes received per month						
# of new CPS referrals accepted per month						
# of active CPS-IA cases open the last day of month						
# of active Case Planning/ Case Management cases open the last day of month						
# of children in agency custody and placement responsibility last day of month						
# of children not in your custody/ placement responsibility for whom you provided supervision						
# of families provided with Post-adoptive Services per month (not adoption assistance)						
# of licensed Family Foster Homes the last day of month						
# of new Foster/ Adoptive applicants per month						
# of Foster/ Adoptive Parents trained per month						
# of new, miscellaneous, non-fee home studies per month						
# of new, miscellaneous, fee-based home studies per month						

Please fill out the survey and return to your CPR no later than December 15, 2000. Thank you.

PART B - STAFF POSITIONS

COUNTY: _____

Please report budgeted FTE positions as of **December 1, 2000**, regardless of whether the position is filled or not, in the space beside each question.

_____ How many total child welfare social work positions do you have? (not supervisors)

Of these positions please list the Full Time Equivalents for each area:

- _____ Child Welfare Intake
- _____ CPS Investigative Assessment
- _____ CPS Case Planning and Case Management
- _____ Placement Case Management
- _____ Placement Supervision
- _____ Post- adoptive Services (not adoption assistance)
- _____ Foster Parent Licensing
- _____ Foster/ Adoptive Parent Recruiting
- _____ Foster/ Adoptive Parent Training
- _____ Non-fee Home Studies

_____ How many child welfare social work supervisor positions do you have?

Of these positions please list the Full Time Equivalents for each area:

- _____ Child Welfare Intake
- _____ CPS Investigative Assessment
- _____ CPS Case Planning and Case Management
- _____ Placement Services

_____ How many total child welfare management positions do you have?

Please fill out the survey and return to your CPR no later than December 15, 2000. Thank you.

PART C – STAFF RECRUITMENT & RETENTION

COUNTY: _____

Please list the total number of child welfare **positions** that were **vacant** for each month:
(no position should be counted more than once in a month)

	June 2000	July 2000	August 2000	September 2000	October 2000	November 2000
# of CPS social work vacancies						
# of Placement social work vacancies						
# of supervisor vacancies						
# of management vacancies						

Please list the number of child welfare **separations** occurring each month due to resignation, termination, etc.:

	June 2000	July 2000	August 2000	September 2000	October 2000	November 2000
# of CPS social work separations						
# of Placement separations						
# of supervisor separations						
# of management separations						

_____ What is the average length of time (in days) that it takes you to refill a child welfare vacancy?

_____ What is the average amount of elapsed time (in days) between the hiring date of a child welfare worker until the date they can legally assume cases?

_____ What % of your new hires are in "work against" status?

Please fill out the survey and return to your CPR no later than December 15, 2000. Thank you.

Please list any necessary comments regarding any part of the survey data below:

[illegible]

Please fill out the survey and return to your CPR no later than December 15, 2000. Thank you.

Case Count Definitions

- **Child Welfare Intake-** This includes activities such as receiving CPS referrals or any other type of request for a child welfare service.
- **New CPS referrals-** This refers to the number of new referrals accepted per month for CPS Assessment, and is a subset of total child welfare intake.
- **Active CPS-IA cases-** These are accepted cases which receive Child Protective Service provision. An active case is one which receives actual social work services during the given month, not one which is only open in the system for 210 services.
- **Active Case Planning/ Case Management cases-** These are substantiated cases which receive CPS CP/CM service provision. An active case is one which receives actual social work services during the given month, not one which is only open in the system for 215 services.
- **Children in agency custody and placement responsibility-** These are children whom the agency has been granted custody and/or placement responsibility through the court system (foster children).
- **Placement supervision-** These are children for whom the agency provides supervision, although the children are in the legal custody/ placement authority of another agency. These might include ICPC children or children from another NC county.
- **Post-adoptive Services-** These are social work services provided to adopted children, adoptive parents, or adult adoptees. This category does not include adoption assistance.
- **Family Foster Homes-** These are family foster homes licensed by the county through the NC Division of Social Services.
- **Foster/ Adoptive applicants-** This refers to the number of new applicants per month who want to be considered as foster and/ or adoptive families.
- **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.)
- **Non-fee home studies-** These are studies that the county performs at no cost to the customer, such as court ordered home assessments, relative adoptions, etc. If the customer is charged any amount, do not count the study.
- **Fee-based home studies-** These are studies that the county performs at some cost to the customer, such as court ordered home assessments, relative adoptions, etc. If the customer is charged any amount, count the study here.

Please fill out the survey and return to your CPR no later than December 15, 2000. Thank you.

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 which provide direct social work services to community members. Do not include in-home aides, transportation aides, 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 time dedicated to child welfare services.

RECRUITMENT/ RETENTION DEFINITIONS

- **Staff Vacancies**- This relates to the total number of positions that are vacant during the month. If a position is vacant for more than one month, count it for each month it is vacant. For the purposes of this survey, a position is considered vacant if it is vacant for 1/2 of the workdays in a month.
- **Staff Separations**- For each month, list the number of staff who leave employment for any reason.

Please fill out the survey and return to your CPR no later than December 15, 2000. Thank you.