March 1, 2017

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: CHILD WELFARE PROGRAM MANAGERS AND SUPERVISORS

SUBJECT: CHILD WELFARE WORKFORCE DATA COLLECTION

The purpose of this letter is to provide agencies with the 2017 Child Welfare Workforce Data Book, as well as a guide to assist you in the completion of the 2017 Data Book.

In 2012, a county workgroup, facilitated by the state, developed a format for collecting caseload and staffing data monthly. The result was a data collection tool designed to gather critical information useful to agencies in planning and in meeting state and federal reporting requirements. Information provided in these Data Books has been used for a wide variety of activities, including program evaluation and establishing funding allocations.

The 2017 Workforce Data Book is unchanged except for some calculation corrections. This tool, and the guide for completing it, accompany this letter. Please submit the completed 2017 CW Workforce Data Books to the county's point of contact, Children’s Program Representative, and Peter West (Peter.West@dhhs.nc.gov), quarterly by the last day of the month following the end of the quarter: April 30, July 31, October 31, and January 31.

The Children’s Program Representatives are available to assist with any questions and will be in touch with staff of counties from whom submissions are not received. The Child Welfare Workforce Data Book will be used during program evaluations by the Program Monitoring Team, at which time any questions can also be addressed. Thank you for your assistance with this important endeavor. If you have questions, please contact one of the Children’s Program Representatives or Peter West at peter.west@dhhs.nc.gov or (828) 294-1061.

Sincerely,

Kevin Kelley, Section Chief
Child Welfare Services

Attachments (2):
2017 CW Workforce Data Book: MS Excel Spreadsheet
2017 Guide for completing the 2017 CW Workforce Data Book

CWS-04-2017