April 9, 2020

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: CHILD WELFARE PROGRAM MANAGERS AND SUPERVISORS

SUBJECT: CHILD WELFARE WORKFORCE DATA COLLECTION

This purpose of this letter is to provide agencies with the 2020 Child Welfare Workforce Data Book, as well as a guide to assist agencies in the completion of the 2020 Data Book.

In 2012, a county workgroup facilitated by the state developed a format for collecting caseload and staffing data on a monthly basis. 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.

Completion and Submission of the 2020 Child Welfare Workforce Data Book

The blank 2020 Workforce Data Book and the guide for completing it, accompany this letter. Please submit the completed 2020 Workforce Data Books to the county’s point of contact Regional Child Welfare Consultant, Janet Thursby (janet.thursby@dhhs.nc.gov), and Jennifer Miller (jennifer.miller@dhhs.nc.gov) quarterly by the last day of the month following the end of the quarter:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Date Due</th>
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<tbody>
<tr>
<td>1st: January – March</td>
<td>April 30, 2020</td>
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<tr>
<td>2nd: April – June</td>
<td>July 30, 2020</td>
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<tr>
<td>3rd: July – September</td>
<td>October 31, 2020</td>
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<tr>
<td>4th: October – December</td>
<td>January 31, 2021</td>
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The Regional Child Welfare Consultants 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 consultations by the Regional Child Welfare Consultants, 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 Regional Child Welfare Consultants or Peter West at peter.west@dhhs.nc.gov or (828) 294-1061.

Sincerely,

Lisa Tucker Cauley
Deputy Director for Child Welfare
Division of Social Services

Cc: Susan Osborne, Assistant Secretary for County Operations
    Teresa Strom, Section Chief for County Operations
    Carla McNeill, Section Chief for Licensing and Regulatory
    Kathy Stone, Section Chief for Child Protective Services and Prevention
    Peter West, Regional Child Welfare Consultants Manager
    Jennifer Oshnock, Regional Child Welfare Consultants Manager

CWS-07-20