June 15, 2013

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

ATTENTION: DIRECTORS, CHILD WELFARE PROGRAM ADMINISTRATORS AND CHILD WELFARE SUPERVISORS

SUBJECT: REVIEW OF THE IMPLEMENTATION OF THE ADMINISTRATIVE COST REVIEW FINDINGS

The North Carolina Department of Social Services (NCDSS) is partnering with Public Consulting Group (PCG) on a follow up to the implementation of the Administrative Cost Review findings of 2011. See: http://info.dhhs.state.nc.us/olm/manuals/dss/csm-05/man/CWS_AL-04-12.htm PCG will review the candidacy documentation requirements that took effect September 1, 2012 to provide quality assurance and technical assistance to counties to ensure time reporting hits and documentation requirements meet federal and state guideline. Local DSS staff time will be required, counties that volunteer to be involved in these reviews will be asked to assist with the following:

- Data requests (pulling sample case plans, etc.)
- Provide space for PCG to spend 1-3 days on site
- Entrance conference and exit interview with program and fiscal staff
- Staff available to answer any questions that come up during the site visit.

A total of six counties will be selected. Pending the number of interested counties, the sample of counties will be based on:

- Size of County population (we will want a range of county capacity)
- Rate of cases referred to In-Home Services
- Eligibility (Penetration) Rate for In-Home cases using IV-E funds
- Use of a local automated system (ISSI, One Case, etc.)
- Local procedures developed to address the process related to claiming candidacy cases
- Schedule of availability

Although only 6 counties will be reviewed, the intent is to collect sufficient information so as to make statewide inferences and apply the results for all county trainings and technical assistance efforts.
If your agency is interested in participating in this exciting partnership please submit letter of interest to Jennifer Johnson by the close of business day on June 21, 2013. Letters can be submitted via e-mail to Jennifer.Johnson@dhhs.nc.gov. Please include in your letter a description of the factors noted above.

If you should have any questions regarding this project and submission of letters please contact IV-E Coordinator Jennifer Johnson at 919-334-1139 or Jennifer.Johnson@dhhs.nc.gov

Sincerely,

Kevin Kelley, Section Chief
Child Welfare Services

cc: Wayne E. Black
    Jack Rogers
    Child Welfare Services Team Leaders