DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: CHILD WELFARE DATA ENTRY STAFF

SUBJECT: 5104A CODING AND THE RESPONSIBLE INDIVIDUALS LIST (RIL)

The North Carolina Division of Social Services (the Division) would like to highlight for local child welfare agencies new keying procedures for the DSS-5104a (http://info.dhhs.state.nc.us/olm/forms/dss/dss-5104a.pdf).

In January 2014, the Division issued Change Notice CWS-CN-01-2014 (http://info.dhhs.state.nc.us/olm/manuals/dss/csm-60/chg/CWS-CN-01-2014.pdf) in regards to Chapter VIII; Section 1427-Responsible Individuals List. This document states:

Therefore, Fields 19-23 on the DSS-5104a will no longer be used. To allow time for keying DSS-5104a forms completed prior to October 1, 2013, those fields will continue to remain available for entry. However, an edit will be placed in the system so that the record may only be saved if the entry in Field 23 (Date Adjudication Order Signed) is prior to October 1, 2013.

Effective immediately, this change has been made in the Central Registry. Juvenile Petitions that were filed prior to October 1, 2013 can still be keyed into the Central Registry. However, the system will not allow an entry in Field 19 (Date Petition Filed) that is after September 30, 2013 as referenced in the Change Notice above.

The DSS-5104a has also been modified to reflect that Juvenile Petitions are no longer used as a means for RIL placement.

The online form of the DSS-5104a is currently being updated and will be available shortly.

To avoid incorrect data from being entered by anticipating when RIL related actions might occur, several edits have been placed in the system so that users cannot enter dates greater than the current date.

Finally, an “Add Date” field has been added. Counties can not enter or change the date in this field. This field is populated by the system and reflects the date that information was keyed into the RIL which placed an individual on the list.
If you have any questions about the RIL, please contact Child Welfare Policy Consultant Antonia Zimmer at 919 527 6349 or antonia.zimmer@dhhs.nc.gov. Should you have questions in regards to coding the DSS-5104A, please contact Heather Bohanan, Supervisor of Performance Management / Reporting and Evaluation Management, at 919 527 6264 or heather.bohanan@dhhs.nc.gov.

Sincerely,

Kevin Kelley, Section Chief
Child Welfare Services

CC: Wayne Black
Hank Bowers
Child Welfare Services Team Leaders

CWS-12-2014