April 18, 2019

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

ATTENTION: DIRECTORS, CHILD WELFARE PROGRAM MANAGERS & ADMINISTRATORS, SUPERVISORS, AND SOCIAL WORKERS

SUBJECT: MONTHLY FOSTER CARE VISIT DATA ENTRY AND NEW FORM DSS-5094A

REQUIRED ACTION: _X_Time Sensitive (05/10/2019)

PURPOSE / BACKGROUND

The purpose of this DCDL is to notify child welfare agencies that the process for documenting Monthly Foster Care visits for all counties not in NC FAST for Permanency Planning Services is changing. On May 15th the process for entering Monthly Foster Care visits will change to the Child Placement and Payment System (CPPS) via a new form, DSS-5094A. This change in process will allow visits to be entered without a completed 5104 in the system. The corresponding Change Notice 5094A_CN-01-2019 includes instructions for how to document the foster care visits in CPPS.

On May 10th at 5pm the WIRM system will no longer be available for counties to enter Monthly Foster Care Visits. All visits for Federal Fiscal Year 2019 previously entered into the WIRM system will be imported into CPPS 5094A prior to May 15th. Beginning May 15th, CPPS 5094A will be the source of all data for Monthly Foster Care visits for all counties not in NC FAST for Permanency Planning Services. Important information regarding entering cases includes the following improvements:

- Child Welfare agencies may enter Monthly Foster Care visits for any child who has a 5094 in that county,
- When a 5094 has been closed the Child Welfare agency may continue to enter Monthly Foster Care visits from the time the child was in care,
- If the WIRM system has not been updated with all Monthly Foster Care visits prior to May 15th, the Child Welfare agency may enter those visits in CPPS,
- If errors were made to the WIRM system that are imported into CPPS 5094A and changes are needed to Monthly Foster Care visits, those changes may be made in the CPPS system,
- When a Child Welfare agency enters NC FAST for ongoing services, there is no longer a need to enter Monthly Foster Care visits into CPPS 5094A
Webinars are scheduled on Thursday April 25th from 2-3pm or Friday April 26th from 10-11am to explain the new process County Child Welfare and allow an opportunity for questions as counties consider impacts to their business processes for recording visits.

One of these webinars will be recorded for those who cannot attend and will be published on the TA Gateway.

To register for the webinar on Thursday April 25th please go to https://register.gotowebinar.com/register/9021681320555001603

To register for the Webinar on Friday April 26th please go to https://register.gotowebinar.com/register/3252659258335266819 and as a reminder you only need to register for one event.

If your agency needs further assistance prior to the recorded webinar they may reach out to Janet Thursby, Children’s Program Representative at (252) 446-2166.

Sincerely,

Lisa T. Cauley
Deputy Director for Child Welfare
Division of Social Services

Cc: Susan Osborne, Assistant Secretary for County Operations
    Michael Becketts, Senior Director for Policy, Programming & Professional Development
    Kristin O’Connor, Section Chief, Policy and Programs
    Teresa Strom, Section Chief, County Operations
    Jennifer Oshnock, Program Monitoring

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