April 8, 2008

Dear County Director of Social Services

ATTENTION: Child Welfare Program Administrators and Supervisors

SUBJECT: System for Tracking Changes on the Responsible Individuals List

EFFECTIVE: April 9, 2008

We would like to make you aware of an ‘inquiry only’ feature of the Responsible Individuals List. Recently when counties were asked to review their Responsible Individuals List (RIL) for accuracy it became apparent that a system for tracking changes made to the RIL was necessary. Effective April 9, 2008 the Central Registry Responsible Individual List system (CYA/RIL) has been enhanced to provide a historical tracking system of changes made to all DSS-5104a’s, which is the RIL form.

Both systems, Central Registry (CYA) and the Responsible Individual List (RIL) will generate historical records that may be viewed by appropriate users. To access the historical information screen via the Responsible Individual List System Main Menu, select Option 6 – RIL INQUIRY TRANSACTION TRACKING SCREEN. The tracking screen will indicate what change was made, when it was made and by whom it was made.

Instructions for the use of the RIL tracking system can be found in Chapter VIII, Section 1427, attachment 1, the RIL Users Manual. Please refer to Change Notice #04-2008. The link to this change notice is http://info.dhhs.state.nc.us/olm/manuals/dss/csm-60/chg/.

If you have any questions related to policy, please feel free to contact Terri T. Reichert, CPS Policy Consultant, at (919) 733-4322 or by email at terri.reichert@ncmail.net. For questions related to automation, please contact the DSS Information Support Unit at (919) 733-8938.

Sincerely,

Charisse S. Johnson, Chief
Family Support and Child Welfare Services

CJ/ttr

cc: Sherry Bradsher
Jo Ann Lamm
Children’s Program Representatives
Family Support and Child Welfare Services Team Leaders
Local Business Liaisons
Work First Representatives

FSCWS- 18-08