

**DSS ADMINISTRATIVE LETTER
FAMILY SUPPORT AND CHILD WELFARE SERVICES
FSCWS-04-08**

TO: County Directors of Social Services

ATTENTION: Children's Services Program Managers and Supervisors
Children's Services Social Workers

DATE: March 20, 2008

**SUBJECT: CENTRAL REGISTRY PEN AND INK CHANGES
FOR SECTION 1426**

EFFECTIVE DATE: Immediately

Background

On December 3, 2007, the Division issued Change Notice 07-2007 that included, among other things, changes to Section 1426 Attachment 1, Central Registry User Manual, with additional codes for Field 38 related to the RIL. The effective date of this version of the User Manual was 11/07.

It has come to our attention that there were other changes inadvertently included in section 1426 Attachment 1 of the Central Registry User Manual; Field 23, Services Provided. The codes/definitions for this field included in CN07-2007 are incorrect and have not been updated in the automated system.

Procedure

Therefore, DO NOT use the codes for Field 23 listed in the 11/07 version of the User's Manual.

Effective immediately, please begin to enter the following codes in Field 23 as defined in the 05-01-2006 version.

Field 23. Services Provided REQUIRED IF APPLICABLE

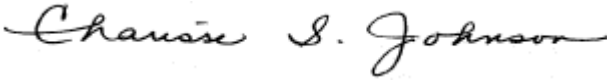
Enter the code for any services that began or continued for the child in the report as a result of the CPS response to reported allegations. This field is required if the "Type Found" equals "Services Provided, No Longer Needed." Services may have either been provided directly by the DSS or by another agency. There is space to enter up to three 2-digit codes for Services Provided. If more than three services were provided, enter the codes for the three most critical services identified to meet the child and family needs. If a family was referred to services, but those services had not yet been initiated at the time of case decision, code "12", Information and Referral Services.

Code	Definition
01	Adoption Services- Services or activities provided to assist in bringing about the adoption of a child.
02	Case Management Services- Services or activities for the arrangement, coordination, and monitoring of services to meet the needs of children and their families. This would include NC's service code #215, Case Planning/Case Management or CPS In-Home Services.
03	Counseling Services- Activities that apply the therapeutic processes to personal, family, situational or occupational problems in order to bring about a positive resolution of the problem or improved individual or family functioning or circumstances.
04	Child Care Services- Services or activities provided in a setting that meets applicable standards of State and local law, in a center or in a home, for a portion of a 24-hour day.
05	Educational and Training Services- Activities provided to improve knowledge or daily living skills and to enhance cultural opportunities.
06	Employment Services- Activities provided to assist individuals in securing employment or acquiring of skills that promote opportunities for employment.
07	Family Planning Services- Educational, medical, or social service activities that enable individuals, including minors, to determine freely the number and spacing of their children and to select the means by which this may be achieved.
08	Health-Related and Home Health Services- Activities provided to attain and maintain a favorable condition of health.
09	Home-Based Services- In-home activities provided to individuals or families to assist with household or personal care that improve or maintain family well-being. Includes in-home aides, home maintenance and household management services.

10	<p>Housing Services- Activities designed to assist individuals or families in locating, obtaining, or retaining suitable housing.</p>
11	<p>Independent and Transitional Living Services (LINKS)- Activities designed to help older youth in foster care or homeless youth make the transition to independent living.</p>
12	<p>Information and Referral Services- Resources or activities designed to provide facts about services made available by public and private providers, after a brief assessment of client needs (but not a diagnosis and evaluation) to facilitate appropriate referral to these community resources.</p>
13	<p>Legal Services- Activities provided by a lawyer, or other person(s) under the supervision of a lawyer, to assist individuals in seeking or obtaining legal help in civil matters such as housing, divorce, child support, guardianship, paternity and legal separation.</p>
14	<p>Mental Health Services - Activities which aim to overcome issues involving emotional disturbance or maladaptive adversely affecting socialization, learning, or development. Usually provided by public or private mental health agencies and includes both residential and non-residential activities.</p>
15	<p>Pregnancy/Parenting Services for Young Parents - Activities for married or unmarried adolescent parents and their families to assist them in coping with social, emotional, and economic problems related to pregnancy and to plan for the future.</p>
16	<p>Respite Care Services - Activities involving the temporary care of the children in order to provide relief to the caregiver. May involve care of the children outside of the caregiver's own home for a brief period of time, such as overnight or for a weekend. Not considered by the State to be foster care or other placement.</p>
17	<p>Special Services – Disabled - Activities for persons with developmental, physical, emotional, visual or auditory impairments that are intended to help maximize their potential, alleviate the effects of their disabilities, and to enable these persons to live in the least restrictive environment possible.</p>
18	<p>Special Services – Juvenile Delinquent - Activities for youth (and their families) who are, or who may become, involved with the juvenile justice system.</p>
19	<p>Substance Abuse Services – Activities designed to deter, reduce, or eliminate substance abuse or chemical dependency for the child or the child's family as a result of the CPS response to reported allegations, or to the child himself.</p>

20	Transportation Services - Activities that provide or arrange for travel, including travel costs of individuals, in order to access services, or obtain medical care or employment.
21	Other Services - Activities that have been provided to the child and/or family, but which are not included in the services listed above.

Counties will be notified via a terminal message and Administrative Letter when the correct codes are available for entry in the automated system. Please share this information with CPS program staff.

Sincerely,

Charisse Johnson, Chief
Family Support and Child Welfare Services

cc:	Sherry Bradsher
	Jo Ann Lamm
	Sarah Barham
	Family Support and Child Welfare Team Leaders
	Children's Programs Representatives
	Local Business Liaisons