



North Carolina Department of Health and Human Services

Division of Social Services

325 North Salisbury Street • Raleigh, North Carolina 27603

Courier # 56-20-25 MSC 2408

Michael F. Easley, Governor Sherry Bradsher, Director

Carmen Hooker Odom, Secretary (919) 733-3055

CHANGE NOTICE FOR MANUAL 1-2006

To: County Directors of Social Services

**Attention: CPS Supervisors
CPS Social Workers
Data Management**

**Manual: Family Services Manual
Volume 1: Children's Services
Chapter VIII: Child Protective Services
Section 1426, Central Registry**

Effective: May 01, 2006

Date: April 24, 2006

Re: Revised manual material and form

Beginning May 01, 2006 a Responsible Individuals List system will be implemented as a result of legislative changes during the 2005 session of the N.C. General Assembly, that requires the Department of Health and Human Services to establish a list of individuals responsible for the abuse or serious neglect of a juvenile, and to establish a process for expunction from that list.

The new system will be used to track historical and statistical data on persons identified by county Departments of Social Services to be responsible for the abuse or serious neglect of a juvenile. The attached represents changes to the policy in Section 1426,

the Central Registry. Language in the policy has been updated and changed to be consistent with the change in law. References to statute and rule have also been updated to conform to these changes.

Also attached you will find an updated Central Registry Report User Manual and Report to Central Registry DSS form 5104. These attachments reflect changes required by the implementation of the Responsible Individuals List.

The User Manual provides instruction on completing the new DSS-5104:

Field 26. Contributory Factors.

A new block has been added that allows social workers to identify caretaker lack of child development knowledge as contributing the finding. Please refer to page 18 and 19 of the user manual for more detailed information.

Field 31. Maltreatment Type Found

A new column has been added that allows the social worker to identify the neglect type found as serious if applicable by individual perpetrator. Please refer to page 26 of the user manual for more detailed information.

Field 38. Responsible Individuals List

This new field allows the social worker to identify the perpetrator as being responsible for the abuse or serious neglect of a child. It is this field that places the individual's name on the responsible individuals list. Information from this list can be requested by authorized employers and others who need to determine the individual's fitness to care for children. Placement on the responsible individuals list determines eligibility for the expunction process. Please refer to page 30 and 31 of the user manual for more detailed information.

This change is effective for all cases received on or after May 01, 2006. Social workers should complete all fields on the DSS-5104 with a revision date of 05/06. The automation system that manages the central registry and the Responsible Individuals List is not yet ready to receive this additional data. The anticipated date for the automation system to be online with these changes is June 15, 2006. Therefore, when data entry staff enter data into the CPS Central Registry System they will not see the new block in Field 26, or the serious neglect blocks in Field 31, and or field 38, until June 15, 2006. Data entry staff should enter all of the information with the exception of these three additions.

Only those 5104's with an entry in field 31 where a serious block has been checked, or an entry is made in field 38 of 01, 02 or 03 are to be mailed to the Division at:

North Carolina Division of Social Services

Regulatory and Licensing Services
952 Old U. S. 70 Highway
Black Mountain, N. C. 28711

Attn: RIL

Until June 15, 2006 Division staff will update field 31 and 38 of the DSS-5104 in the CPS Central Registry System.

After June 15, 2006 data entry staff will be able to see and enter **all** fields and will no longer need to send a copy of the DSS-5104 to the Division.

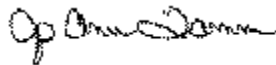
There is nothing in the expunction process that alters the statutory requirement that information in the Central Registry be kept confidential.

A separate change notice will be issued to discuss the Expunction Process that will be located in section 1427 of the same manual. A user manual for the management of the Responsible Individual List will be included in that change notice.

Please ensure that all staff members who have child welfare responsibility or data entry responsibility are provided copies of the new manual or access to it via the DSS web site at <http://info.dhhs.state.nc.us/olm/manuals/dss/> . Once on the Division's web page, click on Chapter VIII, Protective Services. This will take you to Section 1426.

Any questions regarding policy may be addressed to Terri T. Reichert at the Divisions Family Support and Child Welfare Services Section at (919) 733-4622, or by email at terri.reichert@ncmail.net. For questions regarding data entry into the CPS Central Registry System you may contact Kate Johnson at (919) 733-3801, or by email at katherine.johnson@ncmail.net .

Sincerely,



Jo Ann Lamm, Chief

Family Support and Child Welfare

Services Section

JAL/ttr

Sincerely,



Hank Bowers, Chief

Performance Management/

Reporting & Evaluation
Management

HB/ttr

Attachments:

[Section 1426](#)

[Central Registry Report User Manual](#)

[DSS-5104](#)

cc Sherry Bradsher
Children's Program Representatives
Work First Representatives
Family Support and Child Welfare Services Team Leaders
Local Business Liaisons
Sarah Barham
Child Welfare Attorneys