

## CHANGE NOTICE FOR MANUAL

DATE: October 26, 2007

**MANUAL:** Child Placement and Payment User's Manual - CPPS

**CHANGE NO.:** 01-2007

**TO:** County Directors of Social Services

**EFFECTIVE:** Upon receipt, please make the following changes to the Child Placement and Payment User's Manual.

### I. GENERAL

This change notice transmits revisions/corrections to the CPPS – Child Placement and Payment System User's Manual, section Part II. Design of the DSS-5094 Form, Part III. Completing the DSS-5094 Form, Part V. Design of the DSS-5095 Form and Part VI. Completing the DSS-5095 Form.

### II. SPECIFIC CHANGES

The Child Placement and Payment System section is revised to include numbering, corrections and renumbering/renaming fields within the section. These changes are outlined below.

#### A. Section II - Design of the DSS-5094 Form

1. Section II.A. - County Information at the Top of the Form is being revised to include (fields 1 through 4) as part of the section title.
2. Section II.B. - SIS Information is being revised to include instructions that a name search must be completed before assigning a Client ID, and remove the Note that was displayed at the end of the section.
3. Section II.H. - Case Reviews is being revised to provide instructions on where to find the Policy Requirements.

#### B. Section III - Completing the DSS-5094 Form

1. Section III.A. - County Information at the Top of the Form is being revised to include (fields 1 through 4) as part of the section title, remove from Field 3, 'Case Manager's Social Security Number or', and include clarification when a Case Manager Number update is needed.

2. Section III.B. - SIS Information is being revised to include (fields 5 through 13) as part of the section title.
3. Section III.C. - Child Information is being revised to include (fields 14 through 18) as part of the section title.
4. Section III.D. - Placement Authority is being revised to include (fields 19 through 24) as part of the section title.
5. Section III.E. - Principal Caretaker Information is being revised to include (fields 25 through 33) as part of the section title and to correct the field numbers for Relationship of First Caretaker, Race of Second Caretaker, and Relationship of Second Caretaker.
6. Section III.F. - Permanent Plan is being revised to include (fields 34 through 37) as part of the section title and to correct the field numbers for Plan Goal and Date Plan Realized.
7. Section III.G. - Parental Rights Termination is being revised to include (fields 38 through 39) as part of the section title.
8. Section III.H. - Case Reviews is being revised to:
  - a. Include (fields 40 through 44) as part of the section title.
  - b. Correct the field number from 45 to field 42 - Review Not Required. This field can be blank and there are only two occasions when a review is not required for a child in DSS custody or placement responsibility.
  - c. Remove the text: 45 'When a child is placed for adoption and a petition for adoption is filed.'
  - d. Correct field number 43 - Date of Last Review (Court) from field 45.
  - e. Provide instructions on where to find the Policy Requirements.
9. Section III.I. - Living Arrangement is being revised to correct the section title from 45 Living Arrangement to I. Living Arrangement and include (fields 45 through 49) as part of the section title.
10. Section III.J. - Payment is being revised to include (fields 50 through 51) as part of the section title.
11. Section III.K. - Eligibility is being revised to include (fields 52 through 56) as part of the section title.
12. Section III.L. - Federal Assistance is being revised to include (fields 57 through 61) as part of the section title.

13. Section III.M. - Substitute Parent Information is being revised to include (fields 62 through 66) as part of the section title.

**C. Section V - Design of the DSS-5095 Form**

1. Section V.A. - County Information at the Top of the Form is being revised to include (fields 1 through 4) as part of the section title.
2. Section V.B. - SIS Information is being revised to include instructions that a name search must be completed before assigning a Client ID, and remove the Note that was displayed at the end of the section.

**D. Section VI - Completing the DSS-5095 Form**

1. Section VI.A. - County Information at the Top of the Form is being revised to include (fields 1 through 4) as part of the section title and include clarification of when to enter the Case Manager's Number.
2. Section VI.B. - SIS Information is being revised to include (fields 5 through 14) as part of the section title.
3. Section VI.C. - Payment Information is being revised to include (fields 15 through 29) as part of the section title, add 'Vendor' to fields 21 and 22, remove 'Vendor' from field 23, and include field 29. Also to provide clarification for whom Criminal Records Checks should be completed on.

**III. INSTRUCTIONS FOR MAINTENANCE OF THE CHILD PLACEMENT AND PAYMENT USER'S MANUAL**

**To maintain your current hard copy of the CPPS User's Manual:**

1. Go to the DSS On-Line Manuals Change Notice website at <http://info.dhhs.state.nc.us/olm/manuals/dss/csm-80/chg/>
2. Click on Change No. 1-2007
3. Click on the "**CN 1-2007**" and attachment links at the bottom of the page to print the Change Notice and the attached documents.
4. Open the files using Adobe Acrobat Reader and print the pages. Insert or replace the appropriate pages in your current hard copy as indicated below.

Note: Adobe Acrobat Reader may be downloaded for free at <http://www.adobe.com/>

To update your current hardcopy of the manual:

<b>REMOVE</b>		<b>INSERT</b>	
<b>SECTION</b>	<b>PAGES</b>	<b>SECTION</b>	<b>PAGES</b>
<b>CPPS Manual</b>	<b>1-55</b>	<b>CPPS Manual</b>	<b>1-55</b>

If you have any questions, please contact the DSS Information Support Unit at (919) 733-8938.

Sincerely,

A handwritten signature in black ink that reads "Hank Bowers". The signature is written in a cursive style with a long, sweeping underline.

Hank Bowers, Chief  
Performance Management/Reporting & Evaluation  
Management Section

HB:mb  
Attachments  
[CPPS\\_CN\\_01-2007](#)  
[CPPS\\_Manual](#)