



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Social Services

ROY COOPER • Governor

MANDY COHEN, MD, MPH • Secretary

SUSAN OSBORNE • Assistant Secretary for County Operations for
Human Services

February 8, 2021

Dear County Director of Social Services:

CHANGE NOTICE

MANUAL: APPENDIX 1. CPS DATA COLLECTION

CHANGE NO: CWS-CN-04-2021

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

RE: DSS-5104 A CLARIFICATION TO INSTRUCTIONS FIELD 12

EFFECTIVE DATE: IMMEDIATELY

INTENT:

The DSS- 5104 A Responsible Individuals List Form, Field 12 Date of Notice to Responsible Individual Delivered instructions have been revised and policy updated.

Documenting the date, the alleged perpetrator received their notice about the placement of their name on the Responsible Individuals list, is captured in Field 12. This field also documents when the responsible individual is unable to be served. In this instance, in lieu of notice delivery, an ex parte order is entered. This field now reads:

Field 12 - Date Notice delivered to alleged perpetrator/ ex parte order entered.

Enter the date (in the eight-digit numeric MMDDYYYY format) that the notice to the responsible individual was delivered. This date cannot precede the Date of Case Decision listed in Field 10 on the DSS-5104. If the responsible individual is unable to be located, enter the date ex parte order entered.

This change has been made in Appendix 1: CPS Data Collection, Section VI. DSS-5104a Form Completion: Fields and Codes. This manual is located at

<https://policies.ncdhhs.gov/divisional/social-services/child-welfare/policy-manuals/appendix-1-cps-data-collection-3.pdf>

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES •

LOCATION: 820 S. Boylan Avenue, McBryde Building, Raleigh, NC 27603

MAILING ADDRESS: 2410 Mail Service Center, Raleigh, NC 27699-2406

www.ncdhhs.gov • TEL: 919-527-6340 • FAX: 984-285-7103

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Should you have questions about this revision, please contact your assigned Regional Child Welfare Consultant.

Sincerely,

Kathy Stone

Kathy Stone
Section Chief for Child Protective Services and Prevention

Cc: Susan Osborne, Assistant Secretary for County Operations
Lisa T. Cauley, Senior Director of Child, Family and Adult Services
Teresa Strom, Section Chief County Operations
Carla McNeill, Section Chief, Permanency Planning
Linda Waite, Acting Section Chief for Regulatory and Licensing

CWS-CN-04-2021

Attachment: Appendix 1 CPS Data Collection (Non-NC FAST) February 2021