

CHANGE NOTICE FOR MANUAL

DATE: August 30, 2007

MANUAL: Family Services Manual
Volume 1-Children Services
Chapter VIII-Protective Services Manual
Section 1426-Attachment 1-Central Registry User's Manual

CHANGE NO.: 5-2007

TO: County Directors of Social Services
CPS Program Managers and Supervisors
CPS Social Workers

EFFECTIVE: **Upon receipt**, make the following changes to the Family Services User's Manual.

I. GENERAL

This change notice transmits revisions to the Family Services User's Manual; Volume 1, Chapter VIII. Protective Services, Section 1426-Central Registry. Attachment 1-Central Registry User's Manual, Section III. DSS-5104 Entry, and Section VII. DSS-5104 FORM FIELDS AND CODES. These changes are outlined below.

II. SPECIFIC CHANGES

Revisions to Section 1426-Central Registry, Attachment 1-Central Registry User's Manual includes the following:

- A. Part III. DSS-5104 ENTRY is revised to indicate the system assigns a form number to the DSS-5104 only after all required fields have been completed and the record updates successfully with message: THE CENTRAL REGISTRY DSS-5104 RECORD WAS SUCCESSFULLY ADDED USING THE FORM NUMBER XXXXXX.
- B. Part VII. DSS-5104 FORM FIELDS AND CODES of this section is revised to indicate Field 3 no longer requires the case manager's name to be keyed. The system automatically populates this field when a valid Worker ID number is keyed in Field 4.

III. INSTRUCTIONS FOR MAINTENANCE OF CHAPTER VIII-PROTECTIVE SERVICES IN THE FAMILY SERVICES USER'S MANUAL

To maintain your current hard copy of the Family Services 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-60/chg/>
2. Click on Change No. 5-2007
3. Click on the "**CN 5-2007**" 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:

<u>REMOVE</u>		<u>INSERT</u>	
<u>SECTION</u>	<u>PAGES</u>	<u>SECTION</u>	<u>PAGES</u>
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If you have any questions, please contact the DSS Automation Staff at (919) 733-8938.

Sincerely,



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

HB:mb
Attachments
[CS_CN_05-2007](#)
[CS1426a1](#)