

## CHANGE NOTICE FOR MANUAL

**DATE:** May 15, 2012

**MANUAL:** CHILD WELFARE SERVICES MANUAL - CHAPTER VIII  
SECTION 1426 and 1427

**CHANGE NO:** 03-2012

**TO:** COUNTY DIRECTORS OF SOCIAL SERVICES

**ATTENTION:** CHILD WELFARE PROGRAM MANAGERS & SUPERVISORS  
CHILD WELFARE SOCIAL WORKERS

**RE:** Responsible Individuals List / Central Registry Criminal Code addition

**EFFECTIVE:** June 1, 2012

### I. BACKGROUND | CHANGE INTENT

Section 1426 and 1427 of the Child Welfare Services Manual provides policy guidance and data entry instruction for the DSS-5104 (Report to the Central Registry) and the DSS-5104a (Responsible Individuals List). Based upon review of N.C.G.S. 7B-324(a)(1), it has become necessary to expand the RIL Indicator Codes to include those situations where the name of the responsible individual is placed on the RIL as the result of a criminal conviction of the same incident that led to the involvement of the local DSS.

### II. SPECIFIC CHANGES

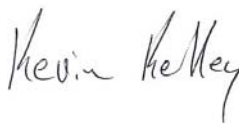
Although uncommon, cases have occurred where the individual is criminally convicted prior to the DSS case decision being made. The following codes have been developed for entry on the DSS-5104a. When selected these codes will automatically populate to the central registry to correctly identify the method by which a person's name is placed on the RIL.

Code	Value	RIL Placement?
1C	Abuse	Yes
2C	Serious Neglect	Yes
3C	Abuse and Serious Neglect	Yes
4C	Abuse and/or Neglect	Yes
5C	Serious Neglect and Neglect	Yes

### III. INSTRUCTIONS

OBSOLETE	USE
Section 1426 and 1427 dated October 2011	Section 1426 and 1427 dated May 1, 2012

Sincerely,



Kevin Kelley, Section Chief  
Child Welfare Services

cc: Sherry Bradsher  
Jack Rogers  
Hank Bowers  
Child Welfare Team Leaders  
Local Business Liaisons