

**DSS ADMINISTRATIVE LETTER
FAMILY SUPPORT AND CHILD WELFARE SERVICES FSCWS-11-08**

TO: County Directors of Social Services

**ATTENTION: Children's Services Program Managers and Supervisors
Children's Services Social Workers**

DATE: May 29, 2008

SUBJECT: Central Registry Pen and Ink Changes for Section 1426

EFFECTIVE DATE: Immediately

Background

On March 20, 2008, the Division issued an Administrative Letter (FSCWS 04-08) advising that in the Central Registry Users manual field #23, Services Provided, had some changes inadvertently included during the last revision. We have now been able to correct those changes to this field in the automation system.

Effective May 30, 2008, there are four new codes for use in field 23 of the DSS-5104. They are 00 -for No Services Referred or Provided; 22- Court Appointed Representative; 23 Family Preservation Services; and 23- Family Support Services.

In addition, an entry for field 23 will now be required in order to continue the processing of the DSS-5104. If a code is not entered into this field, the system will not accept the data entered in any of the fields.

Procedure

Use the codes for Field 23 listed below.


Code	Definition
00	No Services Referred or Provided
01	Adoption Services- Services or activities provided to assist in bringing about the adoption of a child.
02	Case Management Services- Services or activities for the arrangement, coordination, and monitoring of services to meet the needs of children and their families. This would include NC's service code #215, Case Planning/Case Management or CPS In-Home Services.
03	Counseling Services- Activities that apply the therapeutic processes to personal, family, situational or occupational problems in order to bring about a positive resolution of the problem or improved individual or family functioning or circumstances.
04	Child Care Services- Services or activities provided in a setting that meet applicable standards of State and local law, in a center or in a home, for a portion of a 24-hour day.
05	Educational and Training Services- Activities provided to improve knowledge or daily living skills and to enhance cultural opportunities.

06	Employment Services- Activities provided to assist individuals in securing employment or acquiring of skills that promote opportunities for employment.
07	Family Planning Services- Educational, medical, or social service activities that enable individuals, including minors, to determine freely the number and spacing of their children and to select the means by which this may be achieved.
08	Health-Related and Home Health Services- Activities provided to attain and maintain a favorable condition of health.
09	Home-Based Services- In-home activities provided to individuals or families to assist with household or personal care that improve or maintain family well-being. Includes in-home aides, home maintenance and household management services.
10	Housing Services- Activities designed to assist individuals or families in locating, obtaining, or retaining suitable housing.
11	Independent and Transitional Living Services (LINKS)- Activities designed to help older youth in foster care or homeless youth make the transition to independent living.
12	Information and Referral Services- Resources or activities designed to provide facts about services made available by public and private providers, after a brief assessment of client needs (but not a diagnosis and evaluation) to facilitate appropriate referral to these community resources.
13	Legal Services- Activities provided by a lawyer, or other person(s) under the supervision of a lawyer, to assist individuals in seeking or obtaining legal help in civil matters such as housing, divorce, child support, guardianship, paternity and legal separation.
14	Mental Health Services - Activities which aim to overcome issues involving emotional disturbance or maladaptive adversely affecting socialization, learning, or development. Usually provided by public or private mental health agencies and includes both residential and non-residential activities.
15	Pregnancy/Parenting Services for Young Parents - Activities for married or unmarried adolescent parents and their families to assist them in coping with social, emotional, and economic problems related to pregnancy and to plan for the future.
16	Respite Care Services - Activities involving the temporary care of the children in order to provide relief to the caregiver. May involve care of the children outside of the caregiver's own home for a brief period of time, such as overnight or for a weekend. Not considered by the State to be foster care or other placement.
17	Special Services – Disabled - Activities for persons with developmental, physical, emotional, visual or auditory impairments that are intended to help maximize their potential, alleviate the effects of their disabilities, and to enable these persons to live in the least restrictive environment possible.
18	Special Services – Juvenile Delinquent - Activities for youth (and their families) who are, or who may become, involved with the juvenile justice system.
19	Substance Abuse Services – Activities designed to deter, reduce, or eliminate substance abuse or chemical dependency for the child or the child's family as a result of the CPS response to reported allegations, or to the child himself.

20	Transportation Services - Activities that provide or arrange for travel, including travel costs of individuals, in order to access services, or obtain medical care or employment.
21	Other Services - Activities that have been provided to the child and/or family, but which are not included in the services listed above.
22	Court Appointed Representative – A person appointed by the court to represent or advocate for a child in a neglect or abuse proceeding. May be an attorney or a court-appointed Special Advocate (or both) and is often referred to as a Guardian ad Litem.
23	Family Preservation Services – Activities designed to help families alleviate crises that might lead to out-of-home placement of children; maintain the safety of children in their own homes; support families preparing to reunify or adopt; and assist families in obtaining services and other supports necessary to address their multiple needs in a culturally sensitive manner.
24	Family Support Services – Community-based preventative activities designed to alleviate stress and promote parental competencies and behaviors that will increase the ability of families to successfully nurture their children, enable families to use other resources and opportunities available in the community, and create supportive networks to enhance child-rearing abilities of parents.

This change will be included in the next issuance of the Central Registry User's Manual. Should you have any questions regarding this change please feel free to contact the Family Support and Child Welfare Services policy section at (919) 733-4622.

Sincerely,



Charisse S. Johnson, Chief
Family Support and Child Welfare Services

CJ:ttr

cc: Sherry Bradsher
Jo Ann Lamm
Sarah Barham
Hank Bowers
Family Support and Child Welfare Team Leaders
Children's Programs Representatives
Local Business Liaisons