DSS ADMINISTRATIVE LETTER
CHILD WELFARE SERVICES   CWS-01-09

TO:	**COUNTY DIRECTORS OF SOCIAL SERVICES**
ATTENTION:	**CHILDREN'S SERVICES PROGRAM MANAGERS AND SUPERVISORS** **CHILDREN'S SERVICES SOCIAL WORKERS**
DATE:	**JANUARY 16, 2009**
SUBJECT:	**CHANGES TO THE CENTRAL REGISTRY SYSTEM AND CORRESPONDING POLICY UPDATES**
EFFECTIVE DATE:	**JANUARY 16, 2009**

BACKGROUND

The Division's Child Welfare Policy and Consultation team has been working closely with the Performance Management, Reporting and Evaluation team to improve the collection of data through the Central Registry, DSS-5104. The DSS-5104 and the User's Manual have been updated to include the collection of data required by the federal government and data that will assist counties in providing improved services to children and families. The changes to the DSS-5104 will be effective January 30, 2009. The updated DSS-5104 will be available on-line by the same date.

The specific changes to the DSS-5104 are listed below along with instructions for completing the new items. Some of the changes include the creation of two new fields, which has changed the numbering of the fields, so it will be especially important to pay attention to the field numbers as you complete the form.

In addition to the changes to the Central Registry System, the User's Manuals for the DSS-5104 and the Responsible Individuals List, DSS-5104a, will no longer be located in Chapter VIII, Sections 1426 and 1427. The manuals will be located with Performance Management, Reporting and Evaluation. The anticipated date for this change to take place will be March 01, 2009, and you will be notified by a terminal message and an Administrative Letter when that change occurs. Until the revised User's Manuals are published, please refer to this Administrative Letter for instructions for completing the DSS-5104. The Responsible Individuals List User's Manual and the DSS-5104a have not been changed as a result of this process.

In Chapter VIII, Section 1407 (Structured Intake), V. Instructions for Completion of Structured Intake Report, one instruction will be added to policy as a result of the changes to the Central Registry. This does not require a change to the DSS-1402, CPS Intake Report Tool. When documenting information regarding the parent/caretaker, you are asked to inquire and to document whether or not the parent/caretaker is affiliated with the military. This information can be documented under section 1 of the DSS-1402, under the employment/school field. This instruction will be incorporated into policy at the next update of chapter VIII.

For those DSS-5104's that have not been keyed into the Central Registry prior to this change please follow the following instructions. The DSS-5104 may still be keyed into the system as the two new fields are not required for entry. However, as the field numbers have changed you will need to be aware of the new field number associated with the information you are entering. For instance Field 29 was Type Found. Type Found is now Field 30. You will still enter the information for the Type Found field the same way just under Field 30.

PROCEDURE

The Dss-5104 fields are listed below with the changes.

Field 1	County Name – No change
Field 2	County Case Number – No Change.
Field 3	Case Manager Name – No Change
Field 4	Case Manager Number – No Change.
Field 5	Date of Initial Report – No Change
Field 6	Date Assessment Initiated – No Change.
Field 7	Date of Case Decision – No Change.
Field 8	Risk Assessment Rating. This field has changed to a one(1) digit alpha character. The worker will now enter one of the valid values of 'L' -Low, 'M' –Medium, 'H' –High, 'I' –Intensive or 'N' – Not Applicable.
Field 9	Request for Assistance – THIS IS A NEW FIELD. This field will allow counties to capture when other counties assisted in the completion of a CPS assessment. This is a new six (6) digit numeric field which allows up to three two (2) digit numeric county numbers.
Field 10	Child ID. This used to be field 9. No other changes.
Field 11	Child Name. This used to be field 10. No other changes.
Field 12	Social Security Number. This used to be field 11. No other changes.
Field 13	Date of Birth. This used to be field 12. No other changes.
Field 14	Sex. This used to be field 13. No other changes.
Field 15	Race. This used to be field 14. No other changes.
Field 16	School. This used to be field 15. No other changes.
Field 17	Grade. This used to be field 16. No other changes.
Field 18	Living Arrangement. This used to be field 17. No other changes.
Field 19	Special Areas. This used to be field 18. No other changes.
Field 20 -	Source of referral. This used to be field 19. No other changes.
Field 21 -	Juvenile Petition. This used to be field 20. This field has changed from entering an "X" if a petition was filed to numeric field. The valid values are '1' (yes) or '2' (no).
Field 22	Criminal. This used to be field 21. This field has been changed checking this box to a one (1) one digit numeric field. Valid values are 1 (yes) or 2 (no).
Field 23	Perpetrator Relationship Code. This used to be field 22. No other changes.
Field 24	Services Provided (Post Svcs). This used to be field 23. No other changes.
Field 25	Failure to Report Source. This used to be field 24. No other changes
Field 26	Failure to Report Reason. This used to be field 25. No other changes.
Field 27	Contributory Factors. This used to be field 26. A new two (2) digit numeric option, 'NONE OF THESE APPLY' has been added. The valid value for this option is '00'. If entered no other entries are allowed
Field 28	Type Reported. This used to be field 27. No other changes.
Field 29	Maltreatment Type Reported. This used to be field 28. A new (2) digit numeric option, 'NO ALLEGED MALTREATMENT FOR THIS CHILD' has been added. If selecting this option the valid value is '00'. If entered, no other entries are allowed. 'Safe Surrender' has been added as a neglect type under Abandonment. If selected, Type Reported must be '4'. *Note: we have added this so that we can begin tracking how much safe surrenders reported end with a finding of abuse or neglect in addition to being a safe surrender.*
Field 30	Type Found. This used to be field 29
Field 31	Findings Reason. This used to be field 30. No other changes.

Field 32	Maltreatment Type Found. This used to be field 31. No other changes
Field 33	Perpetrator Name. This used to be field 32. No other changes.
Field 34	Date of Birth. This used to be field 33. No other changes.
Field 35	Age. This used to field 34. No other changes.
Field 36	Race. This used to be field 35. No other changes.
Field 37	Sex. This used to be field 36. No other changes.
Field 38	Social Security Number. This used to be field 37. No other changes.
Field 39	Responsible Individual List Indicator. This used to be field 38. No other changes.
Field 40	Military Member. THIS IS A NEW FIELD. This is a new two digit numeric field that will allow counties to capture if the perpetrator has an affiliation with the military. The valid values are: | 00-Not Applicable
01-Army
02-Navy
03-Air Force
04-Marines
05-Coast Guard10-Unknown
06-Reserves-Active Duty
07-National Guard Active Duty
08-Reserve-Inactive
09-National Guard-Inactive
10-Unknown	
Field 41	Child Care Group Home/Institution. This used to be field 39. The name of the field was changed to be consistent with language regarding child care

Should you have any questions regarding these changes please contact please contact the DSS Information Support Unit at 919-733-8938 or the Child Welfare Policy and Consultation team at 919-733-4622.

Sincerely,

Charisse S. Johnson, Chief
Child Welfare Services

CJ:ttr

Attachments:
DSS-5104 (rev 02/09)

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