

**DSS ADMINISTRATIVE LETTER**

**CHILD WELFARE SERVICES CWS-AL-07-11**

**TO: COUNTY DIRECTORS OF SOCIAL SERVICES**

**ATTENTION: CHILD WELFARE SERVICES PROGRAM ADMINISTRATORS / MANAGERS  
CHILD WELFARE SERVICES SUPERVISORS  
CHILD WELFARE SERVICES SOCIAL WORKERS**

**DATE: DECEMBER 15, 2011**

**SUBJECT: ASSIGNMENT OF SIS ID NUMBERS FOLLOWING THE ENTRY OF THE DECREE OF ADOPTION.**

**EFFECTIVE DATE: IMMEDIATELY**

**I. INTENT**

This Administrative Letter provides guidance and instructions on the assignment of SIS ID numbers for children who have been adopted from the foster care system in North Carolina. Insuring that clients have unique SIS identifies is critical to the success of a child welfare case management system such as NCFASST.

**II. BACKGROUND:**

Included in the 2009 Federal Adoption and Foster Care Analysis and Reporting System (AFCARS) Program Improvement Plan (PIP) was an item related to the absence of a statewide unique individual identifier within our own client Services Information System (SIS). Please refer to [Dear County Director Letter 03-09](http://www.ncdhhs.gov/dss/dcdl/famsupchildwelfare/cws-03-09.pdf) (<http://www.ncdhhs.gov/dss/dcdl/famsupchildwelfare/cws-03-09.pdf>). Since that time a series of Dear County Director Letters and Administrative Letters have been released that outline the process for compliance with eliminating multiple client ID's from SIS.

Information regarding the demographics of clients served within the state will be contained within the NC DHHS Common Name Data Service (CNDS) in an effort to create a common Person ID and avoid creating duplicate entries. On-going efforts are taking place to merge SIS ID's.

Resulting from the efforts to merge multiple SIS ID's, guidance was provided in a Dear County Director Letter. Please see Administrative Letter [PM-REM-10-2010](http://www.ncdhhs.gov/dss/dcdl/performance/PM-REM-10-2010.pdf) (<http://www.ncdhhs.gov/dss/dcdl/performance/PM-REM-10-2010.pdf>) dated December 20, 2010 that states as a part of CNDS, a new SIS ID number should **NOT** be assigned to children who are adopted from foster care even after the final Decree of Adoption has been entered. Policy regarding the assignment of SIS ID's is located in the [Services Information System Manual](http://info.dhhs.state.nc.us/olm/manuals/dss/rim-01/man/SIS.pdf) (<http://info.dhhs.state.nc.us/olm/manuals/dss/rim-01/man/SIS.pdf>) on page 4. This entry reads:

*Client ID* -- Record the eleven-digit identification number assigned to this client. This number is used as a common identifier for other services systems so it is important that **only one ID# be assigned within the county for each individual service client**. This number will remain unique to the county, i.e. it will not be transferred if the client becomes a service recipient in another county. If the client applies for services in another county, the second county will assign its own unique number.

The [Child Placement and Payment System Manual](http://info.dhhs.state.nc.us/olm/manuals/dss/csm-80/man/CPPS_Manual.pdf) (CPPS) ([http://info.dhhs.state.nc.us/olm/manuals/dss/csm-80/man/CPPS\\_Manual.pdf](http://info.dhhs.state.nc.us/olm/manuals/dss/csm-80/man/CPPS_Manual.pdf)) also provides guidance on the assignment of the SIS ID for adopted children; specifically page 7. The Division will be amending the CPPS manual to reflect that a new SIS ID is not to be assigned when a child is adopted.

### III. **INSTRUCTIONS:**

As a result of the CNDS requirements do not assign a new SIS ID number to children who have been adopted from the foster care system.

This Administrative Letter is considered policy and will be reflected in the next update of the [CPPS Manual](#). Should you have any questions please contact your Children's Services Program Representative.

Sincerely,



Kevin Kelley, Chief  
Child Welfare Services

KK:tr  
CWS-AL-07-11

cc: Sherry Bradsher  
Jack Rodgers  
Hank Bowers  
Child Welfare Services Team Leaders  
Kathy Sommese  
Local Business Liaisons