

**DSS ADMINISTRATIVE LETTER  
CHILD WELFARE SERVICES CWS-AL-02-12**

**TO: COUNTY DIRECTORS OF SOCIAL SERVICES**

**ATTENTION: CHILD WELFARE PROGRAM ADMINISTRATORS, MANAGERS, SUPERVISORS  
AND SOCIAL WORKERS; DATA ENTRY PERSONNEL**

**DATE: JANUARY 20, 2011**

**SUBJECT: DSS-5104 (REPORT TO CENTRAL REGISTRY / CPS APPLICATION)  
INSTRUCTIONS UPDATE REGARDING MALTREATMENT REPORTED TYPE AND  
UNKNOWN PERPETRATOR**

**EFFECTIVE DATE: IMMEDIATELY**

**I. INTENT**

The intent of this Administrative Letter is to update social workers and data entry personnel on new instructions for the completion of the [DSS-5104](#), Field 28 – Type Reported and Field 29 – Maltreatment Type Reported. In addition, this is an announcement regarding the automation response to completing a [DSS-5104](#) with an unknown perpetrator.

**II. BACKGROUND**

In an effort to improve the integrity of data in the Central Registry and in response to federal requirements surrounding data, it has been determined that a data field without a value, may have an adverse impact on our data reporting. Therefore, fields that allow no entry to be made, or left blank, will now require a value to be entered. For the purpose of this Administrative Letter, only Field 28 and Field 29 on the [DSS-5104](#) are affected. Currently instructions for the completion of the [DSS-5104](#) are located in the [Child Welfare Services Manual: Chapter VIII; Section 1426](#)

Administrative Letter [CWS-AL-04-11](#) was issued in June of 2011. This letter explained that a [DSS-5104](#) could be completed when the identity of the perpetrator was unknown in certain circumstances.

**III. INSTRUCTIONS**

Please update your current Central Registry Manual to reflect the following change:

Current instructions for Field 28 read:

**FIELD 28 – TYPE REPORTED**

Enter the one-digit code to identify the type of report accepted for a CPS Assessment.

For the child where the only allegation is Safe Surrender, type “4” should be selected. For additional information on Safe Surrender policy, refer to [Family Services Manual \(Vol. 1\): Section 1411 – Safe Surrender](#).

Note: When there are multiple children involved in a CPS Assessment, if all children do not have allegations of maltreatment, the first child listed on the [DSS-5104](#) must have a valid Type Reported and this field may be left blank for subsequent children.

Revised instructions for Field 28:

**FIELD 28 – TYPE REPORTED**

Enter the one-digit code to identify the type of report accepted for a CPS Assessment.

For the child where the only allegation is Safe Surrender, type “4” should be selected. For additional information on Safe Surrender policy, refer to [Family Services Manual \(Vol. 1\): Section 1411 – Safe Surrender](#).

Note: When there are multiple children involved in a CPS Assessment, if all children do not have allegations of maltreatment, the first child listed on the [DSS-5104](#) must have a valid Type Reported (Types 1-4). Type "5" may then be selected for any subsequent children as appropriate.

Code "5" is a new code that is defined as: "there are no allegations of maltreatment against this child."

Current instructions for Field 29 read:

FIELD 29 - MALTREATMENT TYPE REPORTED

If there is no alleged maltreatment for this child, enter code "00". This option is only to be used if there is more than one child and the first child has a valid maltreatment type entered. This code may only be selected, if Field 28 is left blank for this child and no other entries are allowed.

Revised instructions for the relevant section of the instructions for Field 29 read:

FIELD 29- MALTREATMENT TYPE REPORTED

If there is no alleged maltreatment for this child, enter code "00". This option may only to be used if there is more than one child and the first child has a valid maltreatment type entered. This code may only be selected, if the value in Field 28 for this child is "5" and no other entries are allowed.

As an update, please note that the ability to complete a [DSS-5104](#) without identifying a perpetrator became available in June, 2011. However, the automated process that allows this to be possible required some additional programming. This has now been completed and [DSS-5104](#) with no perpetrator can now be entered. Please refer to [CWS-AL-04-11](#) for specific information regarding this option.

Counties are reminded that the information contained in this Administrative Letter stands as policy and will be reflected in the next update of the impacted policy manuals. Should you have questions regarding these changes please contact the Policy Team at 919-733-4622 or for data entry questions related to these changes, please contact Performance Management at 919-733-8938.

Sincerely,



Kevin Kelley, Section Chief  
Child Welfare Services

cc: Sherry S. Bradsher  
Jack Rogers  
Hank Bowers  
Child Welfare Services Team Leaders

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