

Date: November 23, 2004

## **Child Welfare Change Notice 08-2004**

**Manual:** Family Services, Volume 1, Children's Services, Chapter VIII, Child Protective Services, Section 1407, Structured Intake

**To:** County Directors of Social Services

**Effective:** December 1, 2004

Attached to this letter are the amended Question and Answer Document, Structured Intake Report form, and Section 1407, Structured Intake. The entire Section 1407 is being sent because of varying page numbers when the document is posted on the Division's web site.

Six questions of the Question and Answer Document were previously rescinded. The Structured Intake Work Group consisting of 13 county Departments of Social Services and Division staff reviewed questions 2, 3 and 4 under Sexual Abuse Reports, question 1 under Improper Discipline Reports, and questions 1 and 3 under Abandonment Reports. These answers have now been clarified by the work group and approved by the North Carolina Association of County Directors of Social Services (NCACDSS).

The Structured Intake Report form was revised to add Moral Turpitude and Emotional Abuse to Section 21. Section 23 for Mandated Reports was added for referrals to Division of Child Development, Facility Services and Law Enforcement. Section 24 was added for signatures as all CPS referrals now require a two level review. The work group recommended these revisions and the revisions were approved by the NCACDSS.

There is a change to policy in the Sexual Abuse Screening Tool Directions regarding screening out referrals concerning children under the age of 16 having sex without the parents' knowledge or a child under the age of 16 being pregnant and there are no other allegations of abuse, neglect or dependency. On page 22 a bullet was removed that stated that a 12 year old having sex with a 15 year old without parental knowledge was a situation that would require a CPS investigative assessment for Neglect. The work group recommended bullet be deleted and the change was approved by the NCACDSS.

Please ensure that all staff members who have child welfare responsibility are provided copies of this material or can access it via the DSS web site. The on-line manual web address is:

<http://info.dhhs.state.nc.us/olm/manuals/dss>.

Once on the Division's web page, click on "Quick Links," then click on "Child Welfare Manual," and click on Chapter VIII, Section 1407. You can also access DSS-1402 Structured Intake Report form via the Children's Services "Form" link contained in the "Quick Links" box. Any questions may be addressed to the Family Support and Child

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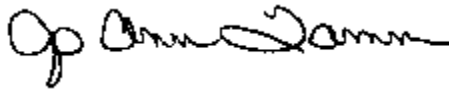
**November 23, 2004**

Welfare Services Section staff at (919) 733-4622. The changes noted in the e-mail and hard copy versions of this letter by underlines will be in red on the web site.

Instructions

Remove	Insert
Structured Intake Report	Structured Intake Report
Section 1407	Section 1407
	Question and Answer Document

Sincerely,



Jo Ann Lamm, Program Administrator

Family Support and Child Welfare Services

Attachments

[Structured Intake Form DSS 1402](#)

[CS 1407](#)

[Question and Answer Document](#)

JAL/lme