

## CHANGE NOTICE FOR MANUAL

DATE: April 07, 2008

**MANUAL:** Family Services Manual  
Volume 1 – Children Services  
Chapter VIII – Protective Services Manual  
Section 1427 – Attachment 1 – Responsible Individual List User’s Manual

**CHANGE NO.:** 04-2008

**TO:** County Directors of Social Services  
CPS Program Managers and Supervisors  
CPS Social Workers  
Data Entry Operators and Supervisors

**EFFECTIVE:** **Upon receipt**, please make the following changes to the Family Services User’s Manual – Volume 1 – Chapter VIII – Protective Services, Section 1427 – Attachment 1

### I. GENERAL

This change notice transmits additions to the Family Services User’s Manual; Volume 1 Chapter VIII. Protective Services, Section 1427 – Attachment 1 – Responsible Individual List User’s Manual. These changes are outlined below.

### II. SPECIFIC CHANGES

**Adding new Section VI. – RIL INQUIRY TRANSACTION TRACKING SCREEN (Option 6)** to section 1427 – Attachment 1 – Responsible Individual List User’s Manual.

### III. INSTRUCTIONS FOR MAINTENANCE OF CHAPTER VIII – PROTECTIVE SERVICES IN THE FAMILY SERVICES USER’S MANUAL

**To maintain your current hard copy of the Family Services User’s Manual:**

1. Go to the DSS On-Line Manuals Change Notice website at <http://info.dhhs.state.nc.us/olm/manuals/dss/csm-60/chg/>
2. Click on Change No. 04-2008
3. Click on the “CN 04-2008” and attachment links at the bottom of the page to print the Change Notice and the attached documents.
4. Open the files using Adobe Acrobat Reader and print the pages. Insert or replace the appropriate pages in your current hard copy as indicated below.

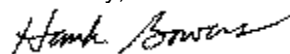
Note: Adobe Acrobat Reader may be downloaded for free at <http://www.adobe.com/>

To update your current hard copy of the manual:

<u>REMOVE</u>		<u>INSERT</u>	
<u>SECTION</u>	<u>PAGES</u>	<u>SECTION</u>	<u>PAGES</u>
1427 - Attachment 1	15-17	1427 - Attachment 1	15-21

If you have any questions, please contact the DSS Information Support Staff at (919) 733-8938.

Sincerely,



Hank Bowers, Chief  
Performance Management/Reporting & Evaluation  
Management Section

HB:mb  
Attachments  
[CPS\\_CN\\_04-2008](#)  
[CS1427a1](#)