

# CHANGE NOTICE FOR MANUAL

**DATE:** October 10, 2011

**MANUAL:** CHILD WELFARE SERVICES MANUAL; VOLUME 1; CHAPTER VIII  
SECTION 1426 CENTRAL REGISTRY  
SECTION 1427 RESPONSIBLE INDIVIDUALS LIST

**CHANGE NO:** 02-2011

**TO:** COUNTY DIRECTORS OF SOCIAL SERVICES

**ATTENTION:** ALL CHILD WELFARE STAFF  
DATA ENTRY STAFF

**RE:** IMPLEMENTATION OF THE AUTOMATED RESPONSIBLE INDIVIDUALS LIST (RIL)

**EFFECTIVE:** OCTOBER 17, 2011

## I. BACKGROUND / CHANGE INTENT

On March 2, 2010, the North Carolina Court of Appeals issued an opinion finding that the statutes governing the procedures surrounding the RIL violated the North Carolina Constitution (<http://www.aoc.state.nc.us/www/public/coa/opinions/2010/pdf/090205-1.pdf>). In response, new legislation was ratified on July 8, 2010. This new legislative authority for the RIL can be found in [G.S. §§ 7B-101, 7B-311\(d\), 7B-320, and 7B-323](#).

Policy revisions were issued in August of 2010 regarding the RIL are located in the [Child Welfare Services Manual; Chapter VIII; Section 1427](#). The RIL impacts other sections of child welfare policy, including policy on the use and entry of information into the Central Registry ([Child Welfare Services Manual; Chapter VIII; Section 1426](#)). The purpose of this notice is to highlight interpretation and automation changes in the impacted policy sections. Incorporated into policy are the changes outlined in [Administrative Letter CWS-AL-05-11](#).

The Division is pleased to announce that effective October 17, 2011 information captured on the [DSS-5104a](#) regarding the placement of an individuals name on the RIL will be automated. It will once again be the responsibility of county departments of Social Services to enter information into the state network automated system. The relevant policies and forms will be placed on-line October 17, 2011.

## II. SIGNIFICANT CHANGES

- **Section 1426**
  - The policy and the Users manual are combined into one section.
  - Language and instructions are clarified regarding data entry of information is as it relates to [Service Information System \(SIS\)](#) and RIL.
  - The [DSS-5104d](#) has been updated
  - **Field 23- Perpetrator Relationship Code** now includes information on documenting cases where allegations are substantiated but there is no known perpetrator. Code "00" has been added to reflect that although the child may be abused or neglected, the identity of the perpetrator is unknown. This code is to be used when **abuse (1), neglect (2), abuse and neglect (3), abuse and serious neglect (3S), serious neglect (2S), or neglect and serious neglect (2N)** has been substantiated but the specific perpetrator cannot be identified. Use of this code now requires an entry of "05" in Field 31.

- **Field 30- Type Found.** Three new codes have been developed to accommodate the RIL, they are:

CODE	TYPE FOUND
2S	Serious Neglect
2N	Serious Neglect and Neglect
3S	Abuse and Serious Neglect

- **Field 39- RIL Indicator Status.** The code in this field is automatically “00” until a [DSS-5104a](#) is completed. The RIL indicator will automatically be updated based on the information listed on the RIL.
- **Section 1427**  
Guidance is added to clarify that the use of the RIL is not optional when substantiating a case for abuse or serious neglect.
  - Guidance surrounding the delivery of the personal written notice now includes instructions that the alleged responsible individual should sign an acknowledgment that they have received the case decision notice. In the event that the notice of placement on the RIL is sent certified return receipt requested because it could not be delivered in person and the notice be returned as undeliverable or signed for by someone other than the alleged responsible individual, the name shall **not** be placed on the RIL.
  - In the event that there is a lack of identifying information for the alleged responsible individual, such as a date of birth or social security number, but the individual did receive the notice it is permissible to place the name on the RIL provided that there is at least one identifier. However, if the notice is undeliverable and there is no identifying information, the name shall **not** go on the RIL.
  - Clarification regarding the agency’s authority to continue working with a family is provided for situations in which a Judicial Review determines that the alleged responsible individual’s name should not be placed on the RIL.
  - Instructions for the completion of the [DSS-5104a](#) are updated and additional codes have been created to accommodate the automation system.
  - The [DSS-5104d](#) is revised to reflect a deletion request related to the RIL.

### III. TRAINING

Training on the Central Registry and RIL policy will be provided in the context of completing the [DSS-5104](#) and the [DSS-5104a](#). Training sessions will be conducted via Connect Pro on the following dates: Thursday October 13<sup>th</sup> at 10 a.m., Friday October 14<sup>th</sup> at 10 a.m. and Tuesday October 25<sup>th</sup> at 10 a.m. Use the link <https://dss.ncgovconnect.com/ril/> to participate in the Connect Pro training. For the audio connection, please call (858) 200-4900, access code 866-1758.

This training will be interactive and participants are encouraged to read the relevant policy, the case scenarios and to review the [DSS-5104](#) and the [DSS-5104a](#).

### IV. INSTRUCTIONS

OBSOLETE	UTILIZE
Section 1426 (revision date December 2007)	Section 1426 (combined policy and users manual)
Section 1426a (revision date April 2009)	<b>N/A</b>
Section 1427 (revision date August 2010)	Section 1427 revised

When these changes go into effect on October 17, 2011 and the checkbox for serious neglect is eliminated in the Central Registry, you will need to edit any Client Services Data Warehouse queries that you have written which include serious neglect indicators as part of your query to remove those variables.

The attached manual sections and the [DSS-5104](#) and [DSS-5104a](#) will be posted on-line October 17, 2011. Should you have questions regarding the content of this notice, please contact a Children's Program Representative or the Child Welfare Policy Consultation team at (919) 733-4622.

Sincerely,

A handwritten signature in blue ink that reads "Kevin Kelley". The signature is written in a cursive style with a large initial "K".

Kevin Kelley, Chief  
Child Welfare Services

Attachments: [Section 1426](#)  
[Section 1427](#)  
[DSS-5104](#)  
[DSS-5104a](#)  
[Case Scenarios](#)

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