

CHANGE NOTICE FOR MANUAL

DATE: APRIL 17, 2017
MANUAL: CHILD PLACEMENT AND PAYMENT SYSTEM – CHAPTER IV
CHANGE NO: CWS-CN-03-2017
TO: COUNTY DIRECTORS OF SOCIAL SERVICES/HUMAN SERVICES
ATTN: CHILD WELFARE PROGRAM MANAGERS & SUPERVISORS
CHILD WELFARE SOCIAL WORKERS
RE: COUNTY CASE NUMBER REQUIRED ON DSS-5094 ENTRIES
EFFECTIVE: Immediately

I. CHANGE INTENT:

As of Monday April 17, 2017, the County Case Number is required on all DSS-5094 forms in the Child Placement and Payment System (CPPS). County staff will no longer be able to access Menu Options 1 (Inquiry), 2 (Enter), or 3 (Change) if the form does not have a County Case Number.

II. SPECIFIC CHANGES AND INSTRUCTIONS:

Upon attempting to access a DSS-5094 without a County Case Number, Users will be presented with the following error message:

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PQ01 STATE OF NORTH CAROLINA 04/10/2017
PQA000FM DEPARTMENT OF HUMAN RESOURCES 08:25:44
TS36P10 CHILD PLACEMENT AND PAYMENT SYSTEM

DSS-5094/5095
MAIN MENU

OPTION FUNCTION
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1 INQUIRY FORM 5094
2 ENTER INITIAL FORM 5094
3 CHANGE FORM 5094
4 INQUIRY FORM 5095
5 ENTER/CHANGE FORM 5095
6 SYSTEM ADMINISTRATION
7 ADOPT. ASST. CASH PAYMENT ACCOUNTING SUBSYSTEM
8 F. CARE & VENDOR PAYMENT ACCOUNTING SUBSYSTEM
9 QUARTERLY QUESTIONAIRE

SELECT OPTION ==>
ENTER CLIENT ID ==>

PQA977 MUST HAVE VALID COUNTY CASE NO IN SY05 TO PROCEED
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Users should exit CPPS, go into the Services Information System (SIS) and update the client record with a County Case Number. The County Case Number is a six-character field and will accept any combination of alphanumeric characters. After adding this information, the User will then be able to use the Inquiry, Enter, and Change menu options in CPPS.

This change only applies to CPPS Menu Options related to the DSS-5094. No access changes are being made to the DSS-5095 Options at this time. The purpose of this change is to allow children who are part of the same case to be linked together for conversion into NC FAST. For this reason, it is important to assign each case a unique number, rather than use a default (such as 000000) for all cases.

This change will be incorporated into the next release of the CPPS manual. If you have any questions regarding this change, please contact Performance Management at (919) 527-6260.

Sincerely,

A handwritten signature in blue ink that reads "Kevin Kelley". The signature is written in a cursive style with a large initial 'K' and a long, sweeping tail on the 'y'.

Kevin Kelley, Section Chief
Child Welfare Services