PATH NC Instructions: Reporter Letters

Intake Example:

Follow the steps below from the Intake Header:

1. Click **Generate Document**. The Generate Documents pop-up displays.
2. Select **Reporter Notification-Screen Out**, then click **Next**. The eSign pop-up displays.
3. Select **No**, then click **Generate**. The letter opens in a new browser tab.

4. **Double-click** the letter shown on the right side of the page. The form highlights, and an editing panel displays on the left side of the page.

5. In the editing panel on the left, **highlight and delete** the third paragraph, which starts with "The maltreatments…"
6. **Copy and paste** the new language into the editing panel. Enter your county's **name** and **phone number** in their designated fields.
Note: Use the formatting tools at the top of the editing panel to update font type, font size, and more as needed.

Reporter Notification

↶ Undo   ↷ Redo   🔗 Link   🔍 Find & Replace   ✳ Special Characters

A FONT	≡ PARAGRAPH	☰ LIST

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None ⌄

Re: VictimNames
Case Identifier: intakeId

Dear fullName

Thank you for your report of suspected child abuse, neglect, and/or dependency regarding the above-named child(ren) that you made on notificationDate .

The report was not accepted for Investigative or Family Assessment for the following reason: screenOutReason

The concerns reported do not meet the N.C.G.S §7B-101 definition for Abuse, Neglect or Dependency and the report was not accepted for Investigative or Family Assessment. The report was not referred to the appropriate State or local enforcement agency. If you disagree with the Director's decision not to conduct a Child Protective Services Assessment, you may contact the Director of Wake County Child Welfare Agency at 919-000-0000 or the North Carolina Department of Health and Human Services Child Welfare Constituent Concerns Line at 919-527-6340 or lsswebrequestschildwelfare@dhhs.nc.gov to request an additional review of the Director's decision.

Your concern for the welfare of children and families in our community is appreciated. If you have additional concerns regarding the child and/or family, please do not hesitate to contact the agency.

☐ Show All   ◀ ▶   Save   Save & Next   Close

7. Click **Save**. The updated version of the letter displays on the right side of the page.
8. Review the letter to confirm all changes are correct. After confirmation, click **Close** in the editing panel.
9. Click **Submit.** This sends the letter to PATH NC, making it available for viewing and downloading.

Assessment Example:

Follow the steps below from the Assessment Header:

1. Click **Generate Document**. The Generate Documents pop-up displays.
2. Select **Case Decision Notification to Reporter**, then click **Next**. The eSign pop-up displays.
3. Select **No**, then click **Generate**. The letter opens in a new browser tab.

4. **Double-click** the letter shown on the right side of the page. The form highlights, and an editing panel displays on the left side of the page.

5. In the editing panel on the left, **highlight and delete** all existing content except for the "Re:" line and the "Dear" salutation.
6. **Copy and paste** the new language into the editing panel. Enter your county's **name, the District Attorney's contact information,** and any other required details in their designated fields.
   Note: Use the formatting tools at the top of the editing panel to update font type, font size, and more as needed.

FAST 2404C Case Decision Notification to Reporter

BoilerSingleCol_1 / FAST-2404C-CND / Body Text (SType-4) Unsubstantiated

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FONT

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LIST

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Re: childNames

Dear fullName

There **WAS NOT** sufficient evidence to substantiate a report according to N.C.G.S. §7B-101 to Substantiate Abuse, Neglect or Dependency. The case was **Unsubstantiated and Closed** for this family. Therefore, the Wake County Child Welfare Agency does not plan to take any further action in this case.

At this time, a petition has not been filed with the Juvenile Court. If you disagree with the decision not to file a petition, you may request a review by contacting the District Attorney or the North Carolina Department of Health and Human Services Child Welfare Constituent Concerns line within five days of your receipt of this notice.

The District Attorney's contact information is:
[insert phone number]
[insert street address]
[insert city, state, zip code]

The North Carolina Department of Health and Human Services Child Welfare Constituent Concerns line contact information is:

☐ Show All   ◀ ▶   Save | Save & Next | Close

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7. Click **Save**. The updated version of the letter displays on the right side of the page.
8. Review the letter to confirm all changes are correct. After confirmation, click **Close** in the editing panel.
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