GUIDE TO COMPLETING THE
CHILD WELFARE WORKFORCE DATA BOOK
2017

PURPOSE
This Child Welfare Workforce Data Book was developed to collect data that is requested by a wide variety of sources including:
- the Administration for Children and Families,
- the General Assembly,
- researchers, and
- county child welfare agencies.

This data is used for information and planning at the local, state, and federal level. At the state level, this data provides:
- a picture of child welfare services provided in the state
- a means to assessment system needs
- a measure of where state resources should be invested
- a means to identify trends

Locally, this information can be used to provide:
- an monthly overview of child welfare activity in the agency,
- a means to identify strengths and needs in the provision of services
- assess potential issues in work flow before they become problems;
- a means to assure effective use of the child welfare workforce;
- a means to identify local trends in child welfare.

The Data Book can be adapted to facilitate the information gathering within an agency. Please contact Peter West (peter.west@dhhs.nc.gov) for further discussion on means to adapt the Data Books.

SUBMISSION OF DATA
The Data Books are submitted to the Division of Social Services quarterly by the last day of the month following the end of the quarter: April 30, July 31, October 31, and January 31.

TIMELINESS
Timely submission of the data is critical to make this information valuable. All of the data is relational: it needs a context for appropriate interpretation. The context is the data from all 100 counties. Having the data submitted timely will enable the Division to share data to assist counties to interpret and understand individual county data in the context of the larger system.

ABOUT FULL TIME EQUIVALENTS (FTE's)
Full Time Equivalents, or FTE's, are the units of measure that is used in this Report. FTE's are **not people** in child welfare positions, but the **positions** that are budgeted for child welfare. These are best observed on your agency's organizational chart as the boxes with the position titles in them.

An FTE can be divided among a number of functions in Child Welfare. In some instances the FTE breakdown can best be derived by looking at the **time assigned** to tasks.

For example, the 5 FTE's in a unit that does CPS assessments may cover CPS Intake and complete Assessments. Each Assessor may be assigned to cover Intake 1 day per week, and spends half that day actually doing Intake. The breakdown would look like this:

Total time for an FTE:	40 hours
Time doing CPS Intake:	4 hours or 10%
Time doing CPS Assessments:	36 hours or 90%

So, if you have a unit of 5 FTE's that do these tasks, record
for CPS Intake	.5 (or 10% of 5 FTE's)
for CPS Assessments	4.5 (or 90% of 5 FTE's)

In other instances, it may be easier to calculate the breakdown of a multi-function FTE by looking at the **workload size**. For example, an FTE that manages a blended Foster Care and Adoption caseload carries 10 children whose parental rights are intact and 5 whose parental rights are terminated and the plan is adoption. The breakdown would look like this:

Foster Care:	10 children/15 children standard = 67%
Adoption:	5 children/15 children standard = 33%

For this FTE, record
Foster Care	.67 FTE
Adoption:	.33 FTE

In agencies in which child welfare workers carry multiple types of cases, calculate the FTE's as close as possible to the percentages of the caseloads.

FORMAT
The Data Book has 13 individual pages: 1 for each of 12 months and a year-to-date (YTD) sheet. The tabs at the bottom of the screen enable access to each of the monthly pages.

Do not make changes in the format of the Data Books. When submitted, the county workbooks are entered into a larger workbook to derive statewide totals. Any changes in format will skew the results when inserted into the state workbook.

All data entries are made on the 12 monthly sheets in the Data Book. The YTD sheet is password protected and provides the sum of all the data entered on the monthly sheets and provides a longitudinal view of the year's data. **Be sure to enter your county's name in the upper left box that says "County 2017".**

On the monthly sheets, **only the cells in which information is needed are unprotected**. The rest of the cells are protected to prevent accidental erasing of calculations.

If a county wants to **add additional data for local use,** please contact a Children's Program Representative or Child Welfare Program Monitor to add local requirements to the workbook.

INSTRUCTIONS FOR COMPLETING THE MONTHLY SHEETS

The Monthly sheets provide the information which is imported onto the Year to Date, or YTD sheet.

A quick-guide for understanding the data required in each cell follows. Each cell is identified by the Column and Row as it is located on the Monthly Sheets.

Line 1 provides a listing of the common service groupings for which funding is tracked.

WORKLOAD

Cell	Title	Description
D2	Total number of CPS reports received and screened during the month	This is the total number of CPS reports the agency received in the month that required screening decisions. Include reports received in which the child, parent, or caretakers reside in another county. Do NOT include reports received and accepted in other counties on behalf of your county in accordance with CPS policy. Do NOT include requests for assistance from other counties.
D3	Total number of CPS reports accepted in the month	This is the number of reports that were accepted for assessment during the month. Include reports accepted and sent to another county in accordance with CPS policy
E4	CPS Assessments/Cases open on the last day of the month	This is the total number of assessments/cases in the agency open on the last day of month for which an assessment decision is yet to be made by the agency. Do NOT include assists in which you are actively providing 210 services at the request of another county who continues to maintain case management responsibility for the CPS assessment. This will be counted elsewhere.
F4	CPS In Home Cases open on the last day of the month	This is the total number of In Home cases in the agency open on the last day of month for which the agency is responsible for case planning. ***Include cases open for after care services following a foster care episode to prevent re-entry into foster care or who may be at risk of maltreatment or cases which could be referred to as supervision in which the children are residing in their intended permanent home (kinship care or parents).*** Do NOT include assists in which you are actively providing 215 services at the request of another county who continues to maintain case management responsibility for the CPS In Home Services. This will be recorded elsewhere.

G4	Children open for foster care services on the last day of the month	This is the total number of children open for foster care case management services in the agency on the last day of the month and is in the custody of the child. Each child has an open DSS-5027 and DSS-5094. Do NOT include assists in which you provide services locally during the month while collaborating with other counties who maintain case management responsibility. That will be recorded elsewhere. Do NOT include children who are included in the adoption count in H4.
H4	Children open for Adoption Services on the last day of the month	This number is the total number of children open for adoption case management services that are in the legal custody of your agency and have an open 5027 on the last day of the month. Children are counted here when parental rights are terminated and the children are available for adoption or in adoptive placements. Do NOT include assists in which you provide services locally during the month while collaborating with other counties states who maintain case management responsibility. Do NOT count children recorded under Foster Care. Include assists in which you provide services locally during the month while collaborating with other counties or states (through ICPC) who maintain case management responsibility. Do NOT count children recorded under Foster Care (G4).
I4	Total number of children in the legal custody of the agency	**This figure is automatically calculated and data entry not permitted.** Please review this figure for accuracy. If it is inaccurate, review and make appropriate adjustments in cells G4 or H4.
E5	Number of Intercounty and Interstate cases active on the last day of the month in which assistance was provided for CPS Assessments	This is the number of requests for CPS assistance from other counties or states which are active on the last day of the month for which the other county or state is responsible for case management.
F5	Number of Intercounty and Interstate cases active on the last day of the month in which assistance was provided for CPS In Home Services	This is the number of case requests for CPS In Home assistance you received from other counties that were active on the last day of the month. In this situation, the other county maintains case management responsibility.

G5	Number of Intercounty and Interstate cases active on the last day of the month in which assistance was provided for Foster Care cases.	This is the number requests for foster care assistance you are managing on the last day of the month from other counties or through Interstate Compact on Placement of Children. In this situation, the other county or state maintains case management responsibility for the child in custody.
H5	Number of Intercounty and Interstate cases on the last day of the month in which assistance was provided for Adoption cases	This is the number of requests for assistance on adoption services to children being managed by your agency on the last day of the month from other counties or through ICPC. In this situation, the other county or state maintains case management responsibility.
J6	Number of families served during the month through Training of Foster/Adoptive Families	This is the total number of families who were in formal training during the month, including: • families in pre-service training such as MAPP-GPS or Deciding Together; or, • any in service training required to maintain foster care licensing or adoption certification.
K6	Number of families served during the month through Licensing, & Supervision of Foster/Adoptive Families	This is the total number of families who are: • licensed foster families on the last day of the month • certified for adoption on the last day of the month • completing a home study for foster home licensing or adoption certification in the month. • completing an ICPC home study which is incomplete on the last day of the month • kinship care when the family is actively pursuing foster home licensing or adoption certification Do NOT count families when: • the ICPC home study was completed before the end of the month • the kinship care family does not intend to pursue foster home licensing or adoption certification • temporary safety resources; or • placement is the parent or caretaker from whom the child was removed.
L6	Other Home Studies	This is the total number of families for whom home studies were begun for reasons other than kinship or safety placements, foster home licensing, or adoption certification. This includes: • non fee step-parent/ relative adoptions, • civil court home studies, • other non-fee adoption home studies. Do Not count studies that were initiated in prior months or for which fees were charged, assessments of safety or kinship care placements, foster home licensing or adoption certification.
M6	Prevention Services	This is the total number of families being served on the last day of the month for voluntary services including Family Support Services, other applicable prevention service, or provide MAC activities. This includes "third track" cases.

STAFFING

Cell	Title	Description
D7	The number of worker FTE's budgeted to this function: <u>CPS Intake</u>	Record the number of FTE's budgeted for CPS Intake. Record percentages as decimals. Do NOT include FTE's classified as other than social worker
E7	The number of worker FTE's budgeted to this function: <u>CPS Assessments</u>	Record the number of FTE's budgeted for CPS Assessments. Record percentages as decimals Do NOT include FTE's classified as other than social worker
F7	The number of worker FTE's budgeted to this function: <u>CPS In Home Services</u>	Record the number of FTE's budgeted for CPS In Home Services. Record percentages as decimals Do NOT include FTE's classified as other than social worker
G7	The number of worker FTE's budgeted to this function: <u>Foster Care Services</u>	Record the number of FTE's budgeted for Foster Care Services. Record percentages as decimals Do NOT include FTE's classified as other than social worker
H7	The number of worker FTE's budgeted to this function: <u>Adoptions</u>	Record the number of FTE's budgeted for Adoptions services to children in the custody of the agency or another county. Record percentages as decimals Do NOT include FTE's classified as other than social worker
J7	The number of worker FTE's budgeted to this function: <u>Training Foster/ Adoptive Families</u>	Record the number of FTE's budgeted for Training Foster/Adoptive Families. Record percentages as decimals. Do NOT include FTE's classified as other than social worker
K7	The number of worker FTE's budgeted to this function: <u>Licensing & Supervision of Foster/Adoptive Families</u>	Record the number of FTE's budgeted for licensing and supervising Foster Homes, and approving and supervising Adoptive Homes. This includes all licensed foster homes and active certified adoptive families, and all families in the study process for foster care licensing or completing a Pre-placement Assessment. Record percentages as decimals Do NOT include FTE's classified as other than social worker
L7	The number of worker FTE's budgeted to this function: <u>Other Home Studies</u>	Record the number of FTE's budgeted for Other Home Studies Record percentages as decimals Do NOT include FTE's classified as other than social worker
M7	The number of worker FTE's budgeted to this function: <u>Prevention services</u>	Record the number of FTE's budgeted for Prevention services Record percentages as decimals Do NOT include FTE's classified as other than social worker
N7	The number of worker FTE's budgeted to this function: <u>LINKS</u>	Record the number of FTE's budgeted for LINKS Record percentages as decimals Do NOT include FTE's classified as other than social worker
O7	The number of worker FTE's budgeted to this function: <u>Facilitators</u>	Record the number of FTE's budgeted for Facilitators. Record percentages as decimals Do NOT include FTE's classified as other than social worker

D8	The number of worker FTE's budgeted for <u>CPS Intake</u> in D7 above unavailable for more than 2 weeks in the month	Of the total FTE's in D7, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month Record percentage of FTE's as decimals. Do NOT include unavailability due to vacation or annual leave.
E8	The number of worker FTE's budgeted for <u>CPS Assessment</u> in E7 above unavailable for more than 2 weeks in the month	Of the total FTE's in E7, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month Record percentages as decimals. Do NOT include unavailability due to vacation or annual leave.
F8	The number of worker FTE's budgeted for <u>CPS In Home Services</u> in E7 above unavailable for more than 2 weeks in the month	Of the total FTE's in F7, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month Record percentage of FTE's as decimals. Do NOT include unavailability due to vacation or annual leave.
G8	The number of worker FTE's budgeted for <u>Foster Care Services</u> in G7 above unavailable for more than 2 weeks in the month	Of the total FTE's in G7, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month Record percentage of FTE's as decimals. Do NOT include unavailability due to vacation or annual leave.
H8	The number of worker FTE's budgeted for <u>Adoption Services</u> in H7 above unavailable for more than 2 weeks in the month	Of the total FTE's in H7, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month Record percentage of FTE's as decimals. Do NOT include unavailability due to vacation or annual leave.
J8	The number of worker FTE's budgeted for <u>Training of Foster and Adoptive Families</u> in J7 above unavailable for more than 2 weeks in the month	Of the total FTE's in J7, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month Record percentage of FTE's as decimals. Do NOT include unavailability due to vacation or annual leave.
K8	The number of worker FTE's budgeted for <u>Licensing Foster Homes and Certifying Adoptive Homes</u> in K7 above unavailable for more than 2 weeks in the month	Of the total FTE's in K7, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month Record percentages as decimals. Do NOT include unavailability due to vacation or annual leave.
L8	The number of worker FTE's budgeted for <u>Other Home Studies</u> services in L7 above unavailable for more than 2 weeks in the month	Of the total FTE's in L7, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month Record percentages as decimals. Do NOT include unavailability due to vacation or annual leave.

M8	The number of worker FTE's budgeted for Prevention services in M7 above unavailable for more than 2 weeks in the month	Of the total FTE's in M7, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month Record percentages as decimals. Do NOT include unavailability due to vacation or annual leave.
N8	The number of worker FTE's budgeted for LINKS in N7 above unavailable for more than 2 weeks in the month	Of the total FTE's in N7, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month Record percentages as decimals. Do NOT include unavailability due to vacation or annual leave.
O8	The number of worker FTE's budgeted for Facilitators in O7 above unavailable for more than 2 weeks in the month	Of the total FTE's in O7, record the number of social worker FTE's that were unavailable due to vacancies, FMLA, suspensions, or other temporary assignments for more than 2 weeks in the month Record percentages as decimals. Do NOT include unavailability due to vacation or annual leave.

Line 10: Provides the caseload standards for the service groupings.

Line 13: Provides a total of all budgeted FTE's for services for which there are caseload standards.

Line 14: Provides the number of FTE's available for services for which there are caseload standards.

Line 15: Provides the number of FTE's that would be needed to cover the caseloads to bring them to the caseload standards.

SUPERVISION

Cell	Title	Description
D18	Number of Supervisor FTE's budgeted for Child Protective Services	This is the total number of supervisor FTE's supervising CPS Intake, Assessment, and CPS In Home workers
E18	Number of Supervisor FTE's budgeted for Foster Care and Adoption Services	This is the total number of supervisor FTE's supervising Foster Care and Adoption services workers
F18	Number of Supervisor FTE's budgeted for Foster/Adoptive Training, Licensing & Supervision	This is the total number of supervisor FTE's supervising the workers responsible for the recruitment, training, approving, licensing, and supervising foster and adoptive families
G18	Number of Supervisor FTE's budgeted for other functions	This is the total number of supervisor FTE's supervising workers responsible for functions other than the service areas above.
D19	Number of Supervisor FTE's budgeted for Child Protective Services unavailable for more than 2 weeks in the month	This is the total number of supervisor FTE's supervising CPS Intake, Assessment, and In Home workers in D18 who were unavailable for 2 weeks or more in the month due to vacancy, FLMA, suspension, or reassignment. Do NOT include vacation or annual leave.

Cell	Title	Description
E19	Number of Supervisor FTE's budgeted for Foster Care and Adoption Services unavailable for more than 2 weeks in the month	This is the total number of supervisor FTE's supervising Foster Care and Adoption services workers in E 18 who were unavailable for 2 weeks or more in the month due to vacancy, FLMA, suspension, or reassignment. Do NOT include vacation or annual leave.
F19	Number of Supervisor FTE's budgeted for Foster/Adoptive Training, Licensing & Supervision unavailable for more than 2 weeks in the month	This is the total number of supervisor FTE's supervising the workers responsible for the recruitment, training, approving, licensing, and supervising foster and adoptive families in F18 who were unavailable for 2 weeks or more in the month due to vacancy, FLMA, suspension, or reassignment. Do NOT include vacation or annual leave.
G19	Number of Supervisor FTE's budgeted for other functions unavailable for more than 2 weeks in the month	This is the total number of supervisor FTE's supervising workers responsible for functions other than the service areas above in G18 who were unavailable for 2 weeks or more in the month due to vacancy, FLMA, suspension, or reassignment. Do NOT include vacation or annual leave.

Line 20: Calculates the number of supervisors needed to achieve the policy recommendation of 5 social workers to 1 supervisor according to the number of budgeted Worker FTE's.

Line 21: Provides the Worker-to-Supervisor ratio outlined in policy.

QUALITY ASSURANCE.

Cell	Title	Description
B23	Number of budgeted FTE's whose primary function is Quality Assurance	This is the total number of FTE's whose primary responsibility is reviewing data and records in child welfare to assure compliance with state law, rule, and policy in practice, including staff involved with record reviews for the CFSR.
B24	Number of budgeted Supervisor FTE's dedicated to Quality Assurance	This is the total number of supervisor FTE's whose primary responsibility is supervision of the quality assurance staff above.