



North Carolina Department of Health and Human Services
Division of Social Services

325 North Salisbury Street • MSC 2408 • Raleigh, North Carolina 27699-2408
Courier # 56-20-25

Michael F. Easley, Governor
Dempsey Benton, Secretary

Sherry S. Bradsher, Director
(919) 733-3055

October 10, 2007

Dear County Director of Social Services

ATTENTION: Child Welfare Program Administrators and Supervisors

SUBJECT: The Central Registry Users Manual

The purpose of this letter is to inform you changes to the Central Registry Users Manual.

[Change Notice 5-2007 \(http://info.dhhs.state.nc.us/olm/manuals/dss/csm-60/chg/CS_CN_05-2007.htm#P21_198\)](http://info.dhhs.state.nc.us/olm/manuals/dss/csm-60/chg/CS_CN_05-2007.htm#P21_198)
issued on August 30, 2007 discusses two changes.

The first change is regarding the assignment of a form number when keying a new DSS-5104 Report to the Central Registry into the system. The system generated form number for the DSS-5104 now requires all fields to be completed prior to assignment of a form number. Please refer to Chapter VIII, Section 1426, [attachment 1](#), section III.

The second change is regarding section VII. Field 3 Case Manager Name. It is no longer required to enter the name of the case manager. The name will automatically be entered once a valid county worker ID Number is entered into Field 4.

On September 25, 2007, Terminal Message #2007-114 was issued regarding keying information on the DSS-5104 when there are multiple children and/or multiple perpetrators. Previously a system error was received if the code in Field # 29 (Type Found) was not congruent with the code on Field # 38 (RIL). Edits have been added to the Central Registry system to reinforce the instructions for keying codes in these fields so users should no longer encounter these problems when keying multiple children and/or perpetrators on the DSS-5104.

If you have any questions, please feel free to contact Terri T. Reichert (terri.reichert@ncmail.net), CPS Policy Consultant, at (919) 733-4322 or the DSS Information Support Unit at (919) 733-8938.

Sincerely,

A handwritten signature in cursive script that reads "Esther T. High".

Esther T. High, Acting Chief
Family Support and Child Welfare Section

cc: Sherry Bradsher
Jo Ann Lamm
Children's Program Representatives
Family Support and Child Welfare Services Team Leaders
Laura Bryant
Hank Bowers

FSCWS-69-07