



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

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January 7, 2015

Dear County Directors of Social Services

ATTENTION: County Directors of Social Services
DSS Child Welfare Services Program Administrators
DSS Child Welfare Services Supervisors
DSS Data Entry Supervisors

SUBJECT: CSDW Queries regarding visits with children in foster care

The purpose of this letter is to remind counties that, to ensure all visits with children in foster care are accurately recorded in the Multiple Response System (MRS) database, two queries are available for your use in the Client Services Data Warehouse (CSDW). These queries allow you to track caseworker visits on an ongoing basis throughout the year. Information regarding the use of queries to track caseworker visits was initially shared in DSS Administrative Letter [PM-REM-AL 01-09](#) however, since that time the CSDW user interface has been updated and changes have been made to enhance the usefulness of the query results. Therefore some information provided in the letter is no longer accurate. This letter provides current information on the queries available to users and detailed information on how best use each of them.

The queries are in the Client Services Data Warehouse (CSDW), which may be accessed at: <https://csdw.dhhs.state.nc.us/BOE/BI/>. They are located in the CPPS/MRS Foster Care Folder under State Sanctioned queries. To access this folder once you have logged into CSDW, open the following folders (by clicking on the + sign): "Public Folders", "DHHS Main Document", "DSS", "Child Welfare", and "State Sanctioned". Once you have opened the State Sanctioned folder, double-click on the actual folder (not the + sign) for "CPPS/MRS Foster Care".

There are two queries in the CPPS/MRS Foster Care folder. To open either query, click on the query name. Several prompts will appear asking you to select parameters for the query, such as the county, and date range. Follow these prompts carefully to ensure that the query results reflect the county and time period you choose.

A brief description of each query is included next to the query title, and can also be read by hovering your cursor over the query title. It is important to pay careful attention to the descriptions of each query, as they each pull information differently. If users do not fully understand how a query works,

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they may misinterpret the results. Both queries pull data from the MRS and Child Placement and Payment (CPPS) systems daily tables. By pulling from the daily tables, all data entered by the previous day will be displayed in the results. Each query is discussed in more detail below.

Children In Foster Care and Corresponding FC Visits for Select Period - Detail Report

This query provides detailed information on all children in care for the specified time frame (except those placed via Interstate Compact or those over 18 years of age). It lists the children by name, SIS number, as well as the specific date and location (in or out of home) of each foster care visit. In addition, the Type of Authority and corresponding code (Field # 19 on form DSS- 5094) is listed. This will allow you to determine if children who do not have any visits listed have placement types that prevent them from being entered into MRS.

Information displayed (Results)

When this query is run, the following information will be displayed:

- Child's Name – last name, first name, middle initial
- SIS ID – SIS ID number assigned to that child in your county
- Type of Authority Code – the numeric value from field #19 on form DSS-5094
- Type of Authority – description of the type of placement authority for that particular child
- Placement Authority Begin Date – date the child's placement episode began
- Placement Authority End Date – date the child's placement episode ended (this will be blank if the child is still under DSS placement authority)
- Foster Care Visit Date – the date of each foster care visit recorded in the MRS System
- Foster Care Visit Location – indicates if the visit took place in or out of the child's current residence (Y = visit in child's residence, N = visit not in child's residence)

Information requested (Prompts)

When this query is initially run it will prompt you for the following information:

- County Name – enter your county (you will have to enter your county name twice, be sure to select your county both times.)
- First day of desired period (earliest FC visit date) – enter the beginning date of the time frame you are requesting
- Last day of desired period (latest FC visit date) – enter the end date of the time frame you are requesting
- First day of report period (earliest desired Placement Authority Termination Date) – enter the beginning date of the time frame you are requesting
- Last day of report period (latest desired Placement Authority Begin Date) – enter the end date of the time frame you are requesting
- Last day of the Target Month less 19 years – enter the last day of the time frame less 19 years (this will exclude children over 18 from the results)

Notes regarding this query:

- You will enter the county name and same set of dates twice. For example, if you want to run this

report for Federal Fiscal Year 2015 you would enter 10/01/2014 both times the query prompts for a begin date and 09/30/2015 both times the query prompts for an end date. This is because the final results displayed come from a combination of two queries; one retrieves data from the CPPS system and the other from the MRS system.

- Because each visit date and location is displayed, there may be many rows for a single child. Each visit date will have a separate row, so if a child has 12 visits, there will be 12 rows where all information is identical with the exception of the date and location indicator of the visits. As with all CSDW queries, you may export the report to Excel to manipulate the appearance of the results if you wish.
- The query also displays an unduplicated count children (SIS Client IDs), an unduplicated count of dates on which visits were made, an unduplicated count of visits made and the total number of visits in the last two rows of the query.
- Listing the type of placement authority allows managers to easily determine that visits with some children may not be entered in MRS because they were not part of a CPS assessment (and subsequently do not have a DSS-5104 record) in your county. However, there are some situations where you cannot use the code alone to determine if a child is exempt from entry into MRS. For example if a child comes to DSS via a delinquency court, a CPS assessment does not have to be conducted as custody to DSS is a statutory dispositional option; however, there is not a placement authority code that is specific to delinquency court.

Monthly Foster Care Caseworker Visit Report for Select Month

This query is similar to the previous one, showing similar results, however, the query is designed to be run for a single month. The query results will return those children in care as of the first day of the target month who have records in CPPS, except those 18 years of age or older, and/or those who came into care under the Interstate Compact. (Children who entered care after the first day of the month are excluded because they will not be in care the entire month and therefore, are not included in the count of children required to be visited that month.) The children showing in the results are the children that will be considered in our Federal data submission for the month (unless they happen to exit care prior to the end of the month.)

Information displayed (Results)

When this query is run, the following information will be displayed:

- Worker Name – last name, first initial
- Child's Name – last name, first name, middle initial
- SIS ID – SIS ID number assigned to that child in your county\
- Type of Authority Code – the numeric value from field #19 on form DSS-5094
- Placement Authority Begin Date – date the child's placement episode began
- Placement Authority End Date – date the child's placement episode ended (this will be blank if the child is still under DSS placement authority)
- Foster Care Visit Date – the date of each foster care visit recorded in the MRS System
- Foster Care Visit In Home? – indicates if the visit took place in or out of the child's current residence (Y = visit in child's residence, N = visit not in child's residence)
- Counts – the total number of children assigned to each worker is calculated (an unduplicated count of SIS Client IDs), as well as a count of the dates on which visits were made and the total number of visits made by each worker.

Information requested (Prompts)

When this query is initially run it will prompt you for the following information:

- County Name – enter the desired county
- First day of target month (earliest FC visit date) – enter the beginning date of the month you are requesting
- Last day of target month (latest FC visit date) – enter the end date of the month you are requesting
- Last day of target month less 18 years – subtract 18 years from the end date of the time frame you are requesting (i.e. for a Target Month of September 2015 you would enter 9/30/1997). This excludes any children in CPPS that are 18 or older from the results.

Notes regarding this query:

- This query is sorted by caseworker, so children are listed under the worker who is identified on that child's DSS-5094.
- The information displayed in the query results is similar to the first query, but specific to the month for which it is run. It will display the children in care (as described above) whether or not a visit has been entered in MRS for each child for the target month.
- This query may be run for past months or for the current month. When run for past months, the results may be used to research case records to determine whether a visit was actually made, but has not yet been entered into MRS. When run for the current month, the results can be used to (1) tell if a visit has been made and entered into MRS or (2) alert supervisors and workers to the fact that either a visit has not been made, or if it has, it has not yet been entered into MRS.
- This query will prove most useful for tracking caseworker visits if used consistently each month. It is recommended that the query be used at least twice a month (for example, at the end of the second and next-to-last weeks). Doing so can help prevent a child in care not being visited during the current month. If supervisors and workers act on the information provided by the query results, your county should be better positioned to meet or exceed the required Federal Targets for both Measure 1 (percentage of children visited monthly) and Measure 2 (percentage of those children visited in their place of residence.)

Counties are encouraged to use these queries in a proactive manner. To be of maximum benefit, visit data should be entered into MRS as soon as possible following each visit made. Using the queries to look at data for past months will only be beneficial in cases where visits were made, but not yet entered into MRS.

Sincerely,



Hank Bowers, Chief
Performance Management/Reporting and
Evaluation Management Section

HB/heb

DCDL PM-REM 01-2015

cc: Wayne Black
Kevin Kelley