April 25, 2022

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: CHILD WELFARE PROGRAM MANAGERS AND SUPERVISORS

SUBJECT: CHILD WELFARE WORKFORCE DATA COLLELECTION

REQUIRED ACTION: ☐ Information Only ☐ Time Sensitive ☒ Immediate

PURPOSE: CHILD WELFARE WORKFORCE DATA COLLECTION FOR JANUARY-MARCH 2022

The letter is to provide agencies with information on how the 2022 Child Welfare Workforce Data Book will be collected, as well as a guide to assist agencies in its completion. The Child Welfare Data Workbook for January-March 2022 is due to the division by May 15, 2022, with data now being submitted through a survey link.

In 2012, a county workgroup facilitated by the state developed a format for collecting caseload and staffing data monthly. The result was a data collection tool designed to gather critical information useful to agencies in planning and in meeting state and federal reporting requirements. Information provided in these Data Books has been used for a wide variety of activities including program evaluation and establishing funding allocations.

Completion and Submission of the 2022 Child Welfare Workforce Data

The January-March 2022 Workforce Data Book information will be submitted through the below link.

https:// surveymax.dhhs.state.nc.us/TakeSurvey.aspx?SurveyID=9IMKmm54

Starting with April's workforce data book submission, the information will be submitted monthly and be due by the 15th of the following month. A reminder email will be sent out at the first of each month with the link. The change to a monthly submission of data through a survey link enables county and Division staff to timelier collect and report needed data.

A list of the questions, guide for completion and tracking document are attached. Please use these documents to prepare for completion of the online survey. Once the survey is started, it must be completed, or it must be started over again. Please take the time to review the
questions and formulate responses before opening the survey since this will save county and Division staff time.

The Regional Child Welfare Consultants are available to assist with any questions and will be in touch with the staff of counties from whom submissions are not received. The Child Welfare Workforce Data will be used during consultations by the Regional Child Welfare Consultants, at which time any questions can also be addressed.

Thank you for your assistance with this important endeavor. If you have questions, please contact your Regional Child Welfare Consultant or Jennifer Miller, Regional Child Welfare Consultant Manager at 828-430-4150 (jennifer.miller@dhhs.nc.gov).

Sincerely,

Tammy Shook
Interim Deputy Director for County Operations

Attachments:  Workforce Data Book questions
              Guide for completion of the data book
              County tracking document

Cc:  Susan Osborne, Assistant Secretary for County Operations
     Lisa Cauley, Sr. Director of Child, Family, and Adult Services
     Adrian Daye, Deputy Director for Child Welfare Practice
     Carla McNeill, Section Chief for Permanency
     Kathy Stone, Section Chief for Prevention and Safety
     Kimaree Sanders, Interim Section Chief for Regulatory & Licensing
     Jennifer W. Miller, Regional Child Welfare Consultant Manager

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