



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

325 North Salisbury Street • Raleigh, North Carolina 27603
Courier # 56-20-25 MSC 2408

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

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

May 9, 2007

Dear County Director of Social Services

**Attention: Children's Services Supervisors
Children's Services Social Workers**

Subject: Central Registry Report form and Contributory Factors

This letter is a follow up to the Change Notice dated December 19, 2005 regarding changes made to the Central Registry Report form, DSS-5104, and the addition of Contributory Factors. The new DSS-5104 has been in use for over a year. The Central Registry Report User Manual states, "At least one contributory factor must be identified if the CPS Assessment finding is substantiated or services needed."

In reviewing statistics generated from the Client Services Data Warehouse, we found that approximately 25% of the children who had CPS assessments with findings of substantiation of abuse, neglect or dependency or services needed had alcohol or drug abuse listed as a primary contributory factor. We know from national statistics and anecdotally from you that this percentage is actually much higher. We hope to have access to data for secondary contributory factors in the future to be able to have a clearer picture of the issues our families are facing that effect children.

It is very important that you check all contributory factors that apply for each family that has a substantiation or a finding of services needed. The ranking given to each of these contributory factors is significant in how we look at the data we are gathering.

Thank you for your assistance. For additional information or questions, you may contact your Children's Program Representative or the Family Support and Child Welfare Section staff at 919-733-4622.

Sincerely,

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

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

TH/lme

cc: Sherry S. Bradsher
Jo Ann Lamm
Children's Program Representatives
Work First Representatives
Family Support and Child Welfare Services Team Leaders
Local Business Liaisons
Sarah Barham

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