



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

Pat McCrory
Governor

Richard O. Brajer
Secretary

Wayne E. Black
Division Director

February 15, 2016

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: CHILD WELFARE PROGRAM MANAGERS AND SUPERVISORS

SUBJECT: CHILD WELFARE WORKFORCE DATA COLLECTION

This purpose of this letter is to remind county child welfare agencies that the submission deadline for the 2015 Child Welfare Workforce Data Book has passed and to provide agencies with the 2016 Child Welfare Workforce Data Book, as well as a guide to assist agencies in the completion of the 2016 Data Book.

In 2012, a county workgroup facilitated by the state developed a format for collecting caseload and staffing data on a monthly basis. 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.

Final Submissions of the 2015 Child Welfare Workforce Data Book

The 2015 Child Welfare Workforce Data Book was due to the Division January 31, 2016. To date, 70 counties have submitted the 2015 Data Book. The Division appreciates the efforts of these counties to submit the 2015 Data Book in a timely manner. Division representatives will be in touch with Directors of the remaining county child welfare agencies to secure the remaining Data Books. Please be sure to enter the county name and year in the large field in the upper left corner on the Year-to-Date sheet in the Data Book.

Completion and Submission of the 2016 Child Welfare Workforce Data Book

The 2016 Workforce Data Book is unchanged except for some calculation corrections. This tool, and the guide for completing it, accompany this letter. Please submit the completed 2016 CW Workforce Data Books to the county's point of contact, Children's Program Representative and Peter West (peter.west@dhhs.nc.gov), quarterly by the last day of the month following the end of the quarter: April 30, July 31, October 31, and January 31.

The Children's Program Representatives are available to assist with any questions and will be in touch with staff of counties from whom submissions are not received. The Child Welfare Workforce Data Book will be used during program evaluations by the Program Monitoring Team, at which time any questions can also be addressed.

Child Welfare Services

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Thank you for your assistance with this important endeavor. If you have questions, please contact one of the Children's Program Representatives or Jeff Olson at (919) 527-6404 or Jeffrey.olson@dhhs.nc.gov.

Sincerely,

A handwritten signature in blue ink that reads "Kevin Kelley". The signature is written in a cursive style with a large, prominent "K" at the beginning.

Kevin Kelley, MSW
Section Chief, Child Welfare Services

Attachments (2):

1. CW Workforce Data Book 2016 (CWS-02-2016a1.pdf)
2. Guide to Completing the CW Workforce Data Book 2016 (CWS-02-2016a2.xlsx)

CWS-02-2016