
CHANGE# 03-2012

CENTRAL REGISTRY

MAY 2012

1426 -CENTRAL REGISTRY

CHANGE # 03-2012

May 2012

TABLE OF CONTENTS

- I. INTRODUCTION
- II. PURPOSE
- III. REPORTING TO THE CENTRAL REGISTRY
- IV. CONFIDENTIALITY OF THE CENTRAL REGISTRY
- V. DSS-5104 FORM COMPLETION: FIELDS AND CODES

I. INTRODUCTION

North Carolina [G.S. § 7B-311](#) requires the Department of Health and Human Services (DHHS) to maintain a Central Registry of child abuse and neglect cases. DHHS shall also maintain in the Central Registry dependency cases and child fatalities that are the result of alleged maltreatment. This statute makes it mandatory for the county Director of Social Services to report to the Central Registry all cases of child abuse, neglect, and dependency accepted for CPS assessment as discussed in [Section 1408](#) of this chapter. DHHS shall also maintain a Responsible Individuals List (RIL), which is a list of individuals determined to be responsible for the abuse, serious neglect or any combination provided at least one of the finding is abuse or serious neglect. Information from the RIL may be released to specific authorized users for the sole purpose of determining the fitness of an individual to care for (foster parent applications) or adopt children. DHHS shall establish a process for that affords the alleged responsible individual sufficient notice, or due process, to challenge the placement of their name on the RIL. Please refer to [Section 1427](#) for detailed information regarding the RIL. Reports not accepted for CPS Assessment because they do not meet the definition of abuse, neglect, or dependency is currently exempt from the Central Registry reporting requirement. The statute also requires that reports in the Central Registry be kept confidential under rules established by the Social Services Commission ([10 A. N.C.A.C. 70 A.0102](#)).

II. PURPOSE

The Central Registry is intended to serve five purposes:

1. To gather historical and statistical data on children who have been abused or neglected or identified as victims of abuse, neglect or dependency. As part of a thorough assessment of allegations of abuse, neglect or dependency, county departments of Social Services (DSS) are required to conduct a search of the Central Registry. Central Registry checks are not necessary when the agency has conducted such a check within the previous sixty (60) days or when the agency is providing continuous child protective services.

Once a DSS accepts a report for CPS Assessment, each alleged victim child's name must be checked against the Central Registry to determine if any prior reports of abuse, neglect or dependency have been made.

This is important because it provides information that will help the social worker determine if the allegations represent a pattern of abuse, neglect, or dependency. When assessing a family to determine the most appropriate services, the social worker must consider the history of abuse, neglect, or dependency, as well as the present incident or circumstances. The Central Registry can clarify patterns of abuse, neglect, and dependency for families who move from county to county within the State. Therefore, the Central Registry may offer additional history not contained in agency records.

CHANGE# 03-2012

CENTRAL REGISTRY

MAY 2012

2. To gather historical and statistical data on parents, guardians, caretakers and custodians identified as being responsible for abuse or serious neglect. This information will be contained on the RIL. Information from the RIL is available only to authorized persons for the sole purpose of determining current or prospective employability or fitness to care for (foster parent) or adopt children. Access to the Central Registry continues to be limited by North Carolina Laws and Administrative Rule, and does not change as a result of the RIL. At no time shall the Central Registry be used for determining employability.

Only Individuals identified by the North Carolina Division of Social Services (Division) and DSS will have direct access to the RIL.

3. To gather historical and statistical data regarding child fatalities that result from alleged maltreatment.

On July 1, 1993, a Central Registry sub-system was created to track information on children in North Carolina who died as a result of abuse, neglect, or dependency, regardless of CPS involvement. The Central Registry lists all children identified on the child fatality intake form, not just the child who died. The Central Registry will identify each child as either a "fatality" or a "survivor". This information is derived from reports made by DSS according to the Child Fatality Protocol and entered into the Central Registry by the Division of Social Services, Children's Services Team.

DSS may accept a report for CPS Assessment when, the parent(s) of the alleged victim had another child who died previously as a result of abuse, neglect, or dependency. If the previous fatality occurred prior to the birth of the child currently alleged to be abused, neglected, or dependent and there were no other children in the home at the time of the fatality, there would not have been a CPS Assessment.

In this situation, the Central Registry will list the fatality via the child fatality subsystem, if reported to the Division. As a part of a thorough CPS Assessment of the current allegations, the DSS conducts a Central Registry check, and the names of the children involved in the earlier child fatality are displayed. The county will need to contact the Division's fatality review team at (919) 733-7831 to receive information about the fatality.

4. The gathering of data to enable research to be done on the nature and extent of child abuse, neglect, and dependency and for other appropriate disclosure.
5. The gathering of data to enable the system to produce statistics and management reports for DSS, and for use in making program decisions about protective services in the State.

This data is entered into the Child Abuse and Neglect Information System, which is a sub-system of the Services Information System (SIS).

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

III. REPORTING TO THE CENTRAL REGISTRY

County departments of Social Services make the required reports to the Central Registry by use of the Child Protective Services Report, Report to the Central Registry/CPS Application, [Form DSS-5104 and the Responsible Individuals List Form, DSS5104-a](#).

Form [DSS-5104](#) is a dual purpose form;

1. The [DSS 5104](#) is used as the application for protective services. It documents the receipt of a report of abuse, neglect, or dependency. The original form must be placed in the client's record and is subject to the confidentiality requirements for protective services as set forth in [G.S.§7B-302](#) and [10A N.C.A.C.70 A. 0102](#). A copy of the form must be used for data entry.
2. On-Line Data Entry allows county staff to enter Central Registry data directly into the system. Data entered by the county fulfils the DSS statutory responsibility to file a report in the Central Registry on abuse and neglect reports received and assessed by the county ([N.C.G.S. § 7B-311](#)). The DSS shall also enter data in the Central Registry for all dependency reports received and assessed by the county ([N.C.G.S. § 7B-311](#)). **Data is to be entered within ten (10) working days after a case decision is made as to whether abuse, neglect, or dependency is found.**

Instructions for completing form [DSS-5104](#) and all accompanying codes are located in this section.

Form [DSS5104a](#) serves only one purpose;

1. The [DSS-5104a](#), is used only when the identified responsible individual requests a review of the decision to place their name on the responsible individuals list. For information on the use and purpose of the [DSS-5104a](#), refer to [Section 1427](#) Responsible Individuals List.

IV. CONFIDENTIALITY OF THE CENTRAL REGISTRY

A. LEGAL BASE

Information submitted by DSS to the Central Registry is confidential ([N.C.G.S. § 7B-311](#)). Non-identifying statistical information and general information about the scope, nature, and extent of the child abuse, neglect, and dependency problem in North Carolina is not subject to this rule of confidentiality. The Division publishes an annual report of statistics annually and publishes it on its web site.

Information submitted by DSS to the RIL, a sub-system of the Central Registry is subject to broader disclosure than the Central Registry ([N.C.G.S. § 7B-311\(b\)](#)). Please refer to [Section 1427](#).

CHANGE# 03-2012

CENTRAL REGISTRY

MAY 2012

B. REQUESTS FOR INFORMATION FROM THE CENTRAL REGISTRY.

- The release of information from the central registry is restricted except as identified below.
- For guidance on the release of **confidential information** as it relates to the delivery of services to protect a child(ren) please refer to [Section 1428](#).
- For guidance on the release of information from the RIL please refer to [Section 1427](#).
- Although states are required to provide child abuse and neglect information to others states requesting information for the purposes of approving foster and adoptive applications, information from the central registry shall not be provided for this purpose. In accordance with administrative rule [10A N.C.A.C 70A.0102](#) the RIL is to be used for this purpose.

C. ACCESS TO THE CENTRAL REGISTRY IS RESTRICTED TO:

1. Staff of the Division and staff of the Secretary of the Department of Health and Human Services who require access while performing duties pertinent to management, maintenance, and evaluation of the Central Registry and evaluation of and research into abuse, neglect and dependency cases reported in accordance with [N.C.G.S. § 7B-311](#) Management of the Central Registry includes provision of information on cases to DSS. Such information shall be shared so as to assure that protective services will be made available to children and families as quickly as possible.
2. The county director in order to identify:
 - a. Whether a child who is the subject of a **current** CPS Assessment has been previously reported as abused, neglected or dependent,
 - b. Whether a child is a member of a family in which a child fatality has occurred previously and there is suspicion that the death was due to abuse, neglect or dependency,
 - c. Whether an adult suspected of **current** abuse, neglect or dependency has had previous substantiations for abuse, neglect or dependency.
 - d. Whether an adult is appropriate to be a safety resource / initial kinship placement during a **current** CPS Assessment.

CHANGE# 03-2012

CENTRAL REGISTRY

MAY 2012

The central registry may **only** be accessed for safety resource / initial kinship placement during a **current** (open) CPS Assessment. Once a case decision has been made, further assessments of kin for kinship placement must request information from the RIL or internal agency records, not the central registry. Please refer to [Section 1201Child Placement Services, appendix B](#)

3. When giving or receiving assistance with a case, the county director shall share information from the Central Registry with law enforcement, licensed physicians, or licensed physician extenders when receiving assistance from these professionals, during an open CPS Assessment, to provide child protective services to children and their families ([10A N.C.A.C. 70A.0102](#)). For this purpose, information shared from the Central Registry will be limited to:
 - a. The child's name, date of birth, sex, race;
 - b. The county that investigated the report(s);
 - c. The type of maltreatment reported;
 - d. The case decision;
 - e. The date of the case decision;
 - f. The type of maltreatment found; and
 - g. The relationship of the perpetrator to the victim child.
4. The Chief Medical Examiner's office and law enforcement in the event of a child fatality when there is a need to determine if their investigation or evaluation should consider child abuse, neglect, or dependency as a factor in the death. Information will be limited to that outlined above ([10A N.C.A.C. 70A.0102](#)).

D. RESEARCH OF CASES IN CENTRAL REGISTRY

Individuals may receive approval in accordance with [10A N.C.A.C. 70A.0102](#) to conduct studies and research of cases in the Central Registry.

1. Such approval must be requested in writing to the Director of the Division of Social Services. The written request will specify and be approved based on:
 - a. An explanation of how the findings of the study have potential for expanding knowledge and improving professional practices in the area of prevention, identification, and of child abuse, neglect, and dependency.

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

- b. A description of how the study will be conducted and how the findings will be used.
 - c. A presentation of the individual's credentials in the area of critical investigation.
 - d. A description of how the individual will safeguard information.
2. Access will be denied when, in the judgment of the Director, the study will have minimal impact on either knowledge or practice ([10A N.C.A.C. 70A.0102](#)).

V. **DSS-5104 FORM COMPLETION: FIELDS AND CODES**

This User Manual is written for the Social Worker completing the Child Protective Services Report, Report to the Central Registry/CPS Application ([DSS-5104](#)) paper form and/or Data Entry staff entering the data from the [DSS-5104](#) paper form into the CPS Central Registry automated state system.

A. **CONFIDENTIALITY**

North Carolina General Statute ([N.C.G.S. § 7B-311](#)) states that information contained in the Central Registry is confidential. The statute also requires that information in the Central Registry be kept confidential under rules established by the Social Services Commission ([10A NCAC 70A.0102](#)). Any violations of confidentiality are considered a Class 3 [Misdemeanour](#).

County departments of Social Services (DSS) have the responsibility for ensuring that unauthorized use is prohibited. For this reason security procedures have been established. Once access to the Central Registry has been secured, it is the responsibility of each user to maintain confidentiality.

B. **SECURITY**

DHHS and the State Computer Center have implemented the Resource Access Control Facility (RACF) to help protect automated data at the State Information Processing Center (SIPS).

RACF controls overall access to the Divisions' automated systems which supports programs supervised by the Division. RACF does not replace security already established for individual systems. With RACF, each individual user is identified and verified by a unique ID and a self-assigned password.

Each county security control officer is responsible for assigning generic RACF ID's and password's provided by the Division's security administrators. Each user then selects an individual password.

RACF ID's and passwords are confidential and all users must sign a memorandum of understanding when assigned security clearance. All users are instructed that RACF ID's and passwords are for *Official Use Only*.

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

Passwords must begin with an alpha character and must be six to eight characters (can be letters, numbers, or a combination of both). A password and RACF ID is revoked if not used in 45 days, entered incorrectly five times in a row, or not changed within the required time frame (90 days). Should a user's access be revoked, the user must contact the security officer for that county. If a user forgets a password the county security officer would need to be contacted.

C. TERMINAL MESSAGES

A CW Listserv has been established to deliver terminal messages via email. Terminal messages are used to communicate system related issues, updates, or changes. To receive these messages, you must subscribe to the CW Listserv.

1. To Subscribe:
Go to the website <http://lists.ncmail.net/mailman/listinfo/cwlistserv> and complete the registration. You will be notified by email when access has been approved.
2. To Unsubscribe:
Go to the website <http://lists.ncmail.net/mailman/listinfo/cwlistserv> and at the bottoms of the page there is an option to unsubscribe.

D. TURNAROUNDS

For each [DSS-5104](#) keyed and processed in the nightly update, a [DSS-5104](#) turnaround is automatically created and mailed to the county.

E. LINK TO SIS AND RIL

The [DSS-5104](#) is linked with the form DSS-5027, SIS Client Entry Form. This linkage eliminates the need for the county staff to complete a separate DSS-5027 when opening a case for CPS Assessment when the alleged victim child does not already have a previously assigned SIS number in that county.

When a CPS report is accepted on a child, the SIS system shall be checked to determine if the child has an existing SIS number in the county receiving the report. If the child has an existing SIS number in the county, do NOT request a new SIS number as the social worker is required to update the existing DSS-5027 for that child, open Service Code 210 (CPS Assessment) if not already open, and submit it for data entry.

The social worker will complete the [DSS-5104](#) at the conclusion of the CPS Assessment. In this situation, items #10 through #19 on the [DSS-5104](#) should be left blank, as this information is already in the SIS system. Data entry of the [DSS-5104](#) is required within 10 working days after a case decision is made. If the report is "Substantiated or found "Services Needed" and Service Code 215 (CPS In-Home Services) is to be opened, the social worker updates the existing DSS-5027 to open Service Code 215 and any other services to be added and to close 210 services.

At the conclusion of the CPS Assessment, the social worker completes the [DSS-5104](#), including items #12 through #19. A DSS-5027 turnaround form will automatically be generated for this new case with Service Code 210 opened

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

corresponding to the date reported in field # 5, Date of Initial Report on the [DSS-5104](#). The DSS-5027 turnaround form will also show Service Code 215 open corresponding to the date reported in field # 7, Date of Case Decision on the [DSS-5104](#) for all substantiated cases and all cases found to be "Services Needed", unless the perpetrator relationship code indicates child care, foster care, group homes, or institutions.

However, when entering a new child into the system there are certain fields on the DSS-5027 that are not captured on the [DSS-5104](#). If the person entering the data does not have this information, the DSS-5104 can not be completed. When keying the new SIS ID number if the information on Federal Tribe, Language Preference, Special Education Status and Race Declined are not available, the [DSS-5104](#) can not be saved.

The screenshot displays the SERVICES INFORMATION SYSTEM (SIS) interface. At the top, it shows 'ISS2 SERVICES INFORMATION SYSTEM (SIS)' and a timestamp '09/08/2011 11:45:38'. The main area contains several fields for client and service information:

CLIENT ID	CLIENT LAST	FIRST	MI	TURNAROUND REQUEST
20099857742				
CLIENT SSN	BIRTHDATE	CTY	CTY CASE NO	FED TRIBE
		43		
SERVICE CODE	DATE REQ	END DATE	REASON	SPECIAL USE
210	01012011			

Below this, there are fields for 'CASE MANAGER ID' (943002756) and 'LOCAL USE' (5). At the bottom, there are instructions: 'PF2=CLEAR PF3=SIS MAIN MENU PF4=EXIT SIS' and 'PLEASE ENTER THE REQUIRED FIELD'. A status bar at the very bottom shows '05/19'.

Additional services should be added to the DSS-5027 turnaround form as needed. For those few cases that are substantiated or found "Services Needed" and closed without CPS In-Home Services, the county DSS staff should indicate on the DSS-5027 turnaround form, closure of Service Code 215 the same date that it was opened. If the child was taken into DSS custody without provision of CPS In-Home Services, Service Code 215 should be closed on the DSS-5027 the same date it was opened and the appropriate foster care service code opened.

In all situations, the social worker will need to close Service Code 210 on the DSS-5027 when that service is no longer needed.

The [DSS-5104](#) is associated with the [DSS-5104a](#), the Responsible Individuals List (RIL). The RIL is used to identify parent, guardians, caretakers, or custodians who have been identified as perpetrators in all substantiated cases of abuse or serious neglect using the Investigative Assessment response. Information from the RIL is available only to authorized persons for the sole purpose of determining current or prospective employability or fitness to care for children. Access to the Central Registry is limited by North Carolina Laws and Administrative Rules, and does not change as a result of the RIL. At no time shall the Central Registry be used for determining employability.

CHANGE# 03-2012

CENTRAL REGISTRY

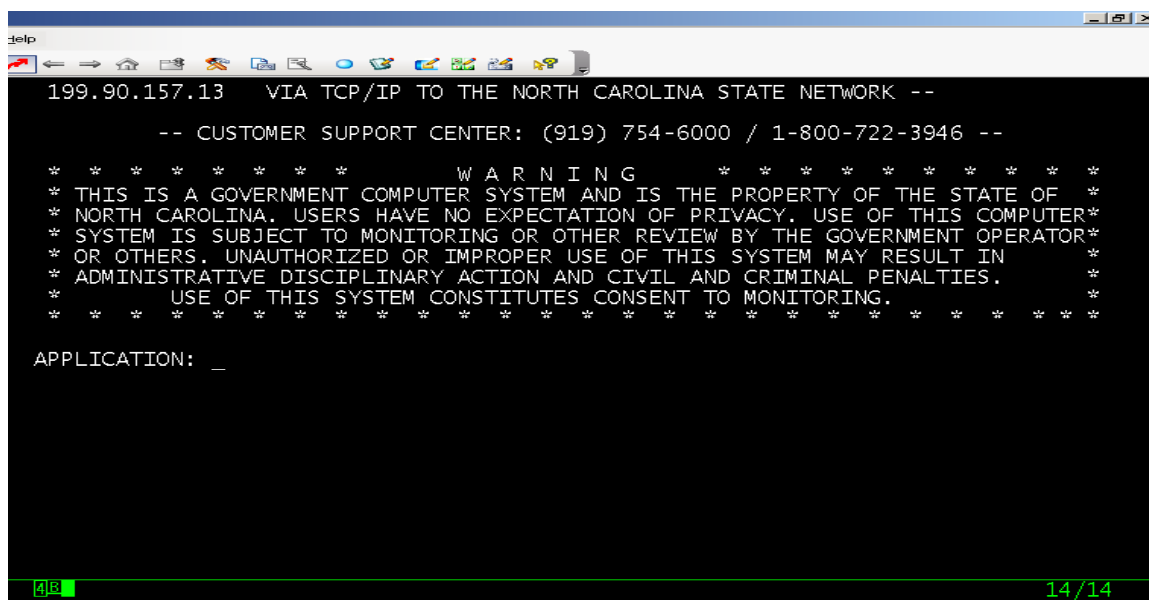
MAY 2012

VI. LOGON AND LOGOFF PROCEDURES

A. LOGON

From the banner screen that shows the message "IS CONNECTED TO THE STATE NETWORK," key "CICSNC16" in the application field, and press ENTER.

The next screen will be the CICS sign on screen.

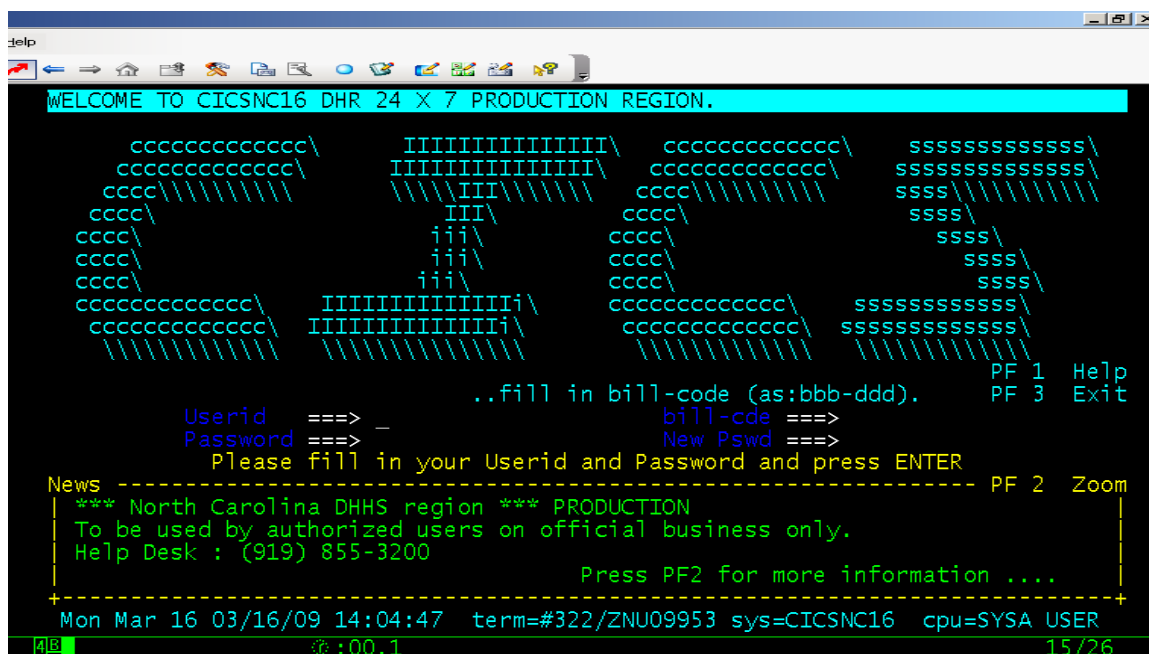


```
199.90.157.13 VIA TCP/IP TO THE NORTH CAROLINA STATE NETWORK --
-- CUSTOMER SUPPORT CENTER: (919) 754-6000 / 1-800-722-3946 --

* * * * * W A R N I N G * * * * *
* THIS IS A GOVERNMENT COMPUTER SYSTEM AND IS THE PROPERTY OF THE STATE OF *
* NORTH CAROLINA. USERS HAVE NO EXPECTATION OF PRIVACY. USE OF THIS COMPUTER*
* SYSTEM IS SUBJECT TO MONITORING OR OTHER REVIEW BY THE GOVERNMENT OPERATOR*
* OR OTHERS. UNAUTHORIZED OR IMPROPER USE OF THIS SYSTEM MAY RESULT IN *
* ADMINISTRATIVE DISCIPLINARY ACTION AND CIVIL AND CRIMINAL PENALTIES. *
* USE OF THIS SYSTEM CONSTITUTES CONSENT TO MONITORING. *
* * * * *

APPLICATION: _
```

From the CICS sign on screen enter in the Userid (RACF ID), bill code (bill-cde), and password and press ENTER.



```
WELCOME TO CICSNC16 DHR 24 X 7 PRODUCTION REGION.

cccccccccccc\      IIIIIIIIIIIII\      cccccccccccc\      sssssssssssss\
cccccccccccc\      IIIIIIIIIIIII\      cccccccccccc\      sssssssssssss\
cccc\           \      IIIIIIIIIIIII\      ccccc\           \      sssss\
cccc\           \      III\           \      cccc\           \      ssss\
cccc\           \      iii\           \      cccc\           \      ssss\
cccc\           \      iii\           \      cccc\           \      ssss\
cccc\           \      iii\           \      cccc\           \      ssss\
cccccccccccc\      IIIIIIIIIIIII\      cccccccccccc\      sssssssssssss\
cccccccccccc\      IIIIIIIIIIIII\      cccccccccccc\      sssssssssssss\
\           \      IIIIIIIIIIIII\      \           \      IIIIIIIIIIIII\

..fill in bill-code (as:bbb-ddd).      PF 1 Help
Userid ===> _      bill-cde ===>      PF 3 Exit
Password ===> _      New Pswd ===>

Please fill in your Userid and Password and press ENTER

News ----- PF 2 Zoom
*** North Carolina DHHS region *** PRODUCTION
To be used by authorized users on official business only.
Help Desk : (919) 855-3200
Press PF2 for more information ....

+-----+
Mon Mar 16 03/16/09 14:04:47 term=#322/ZNU09953 sys=CICSNC16 cpu=SYSA USER
:00.1      15/26
```

CHANGE# 03-2012

CENTRAL REGISTRY

MAY 2012

The next screen will be a blank screen. From this blank screen, key 'sy01' and press ENTER. The following Central Registry Menu will be displayed:

```

SY01  CYA001FM                                DATE:  09/23/2011
                                                TIME:  12:53:47

                STATE OF NORTH CAROLINA
                DEPARTMENT OF HUMAN RESOURCES
                CENTRAL REGISTRY SELECTION MENU

      FUNCTION                                KEY                                SELECTIONS
DSS-5104 ENTRY                                1
DSS-5104 INQUIRY                             FORM NUMBER                        2
DSS-5104 CHANGES                             FORM NUMBER                        3

VICTIM NAME DISPLAY                          LAST, FIRST, MI                   4
SOUNDEX VICTIM NAME DISPLAY                  LAST, FIRST                       5
PERPETRATOR NAME DISPLAY                     LAST, FIRST, MI                   6

ADMINISTRATIVE MENU                          7
FATALITIES MENU                             8

RESPONSIBLE INDIVIDUALS LIST MENU            9

      SELECTION _      KEY

CYA261 - PLEASE MARK A SELECTION.
418  :00.1  22/37

```

B. THE CENTRAL REGISTRY HAS 9 FUNCTIONS AVAILABLE:

1. **DSS-5104 ENTRY:**
This is the option that is used when entering in a new DSS-5104. Key a "1" in the selection field and then press enter.
2. **DSS-5104 INQUIRY:**
This option is used to view a DSS-5104 that has been previously entered. Key a "2" in the selection field and then the DSS-5104 form number in the "key" field, then press enter.
3. **DSS-5104 CHANGES:**
This option is used to make changes to an existing DSS-5104. Key a "3" in the selection field and then the DSS-5104 form number in the "key" field, then press enter.
4. **VICTIM NAME DISPLAY:**
This option is used to search to see if a child has had a DSS-5104 entered as a result of prior reports. Key a "4" in the selection field and then in the "key" field enter the last name and the first name separated by a comma and a space after the comma, then enter. Only exact matches to the name entered will be displayed.

It is also possible to search for a child using the "*" (wildcard) option. To do so, key in as many letters of the last name as possible, followed by an "*", and then as many letters of the first name as possible followed by an "*". Note that the last and first name are to be separated by a comma and a space after the comma. This option allows you to see all children whose names contain the letters keyed. For example, if searching for John Doe, but unsure of the spelling of the name, key in "Do*, [space]"

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

Jo*" and all children whose first names begin with "Jo" and last names begin with "Do" will be listed.

5. **SOUNDEX VICTIM NAME DISPLAY:**

This option is used to search to see if a child has a previous [DSS-5104](#) entered as a result of a prior report. Key a "5" in the selection field and the name in the "key" field, then enter. Note that the last and first name are to be separated by a comma and a space after the comma. For this option the child's last name and first name must be entered. This option will display all names that match and are similar to the name entered.

6. **PERPETRATOR NAME DISPLAY:**

This option is used to search to see if an alleged perpetrator already exists in the Central Registry as a result of a prior report. Key a "6" in the selection field and in the "key" field enter the last name, first name of the alleged perpetrator. Note that the last and first name are to be separated by a comma and a space after the comma.

It is also possible to search for a perpetrator using the "*" (wildcard) option. See Victim Name Display above.

7. **ADMINISTRATIVE MENU:**

This option is available only to the State Administrator.

8. **FATALITIES MENU:**

This option is available only to state staff entering fatalities.

9. **RIL MENU:**

This option is used to access the RIL menu. For more information please see the user's manual for the RIL, located in [Section 1427](#) of the Family Services Manual, Volume 1, chapter VIII.

C. LOGOFF

To logoff, press the "F3" key twice. At the blank screen key in "logoff" and press enter. This will take you back to the main state banner screen.

VII. CENTRAL REGISTRY ENTRY AND FUNCTION

A. ENTRY AND FUNCTION

After a CPS Assessment has been completed, a [DSS-5104](#) paper form must be completed, unless direct entry is permitted according to county discretion. Once completed, the information from the form is keyed into the Central Registry System. The [DSS-5104](#) has 41 fields. Fields 1-9 have general information pertaining to the CPS Assessment and must always be completed once per form number.

Fields 10-32 have information pertaining to the victim. The [DSS-5104](#) paper form has space for one victim. If the CPS Assessment has more than one victim, complete fields 10-32 on a [DSS-5104c](#); complete as many as needed. To enter

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

more than one child, select the PF/8 key and proceed to enter the information regarding that child.

Each victim must have a copy of a completed [DSS-5104](#) paper form in their case record. Although there may be multiple [DSS-5104](#) paper forms for one assessment, **there is only one form number per assessment**. The Central Registry allows for up to 20 victims and 10 perpetrators per [DSS-5104](#). **Do not enter multiple children from the same CPS Assessment under different form numbers for the [DSS-5104](#)**. For additional information on this topic please refer to the portion of [Section 1408](#) entitled "Reports/Allegations during a CPS Assessment."

Fields 33-40 have information pertaining to the perpetrator. The [DSS-5104](#) paper form has space for 2 perpetrators. If the assessment has more than 2 perpetrators, a [DSS-5104p](#) should be used, but use the same form number for each sheet. To enter more than one perpetrator select the PF/8 key and proceed to enter the information regarding that perpetrator.

Once the [DSS-5104](#) paper form has been completed and sent to data entry, the information is then entered into the Central Registry.

1. KEYING INSTRUCTIONS

Once logged into the State System, the following is a list of function keys that are used. The system often displays messages regarding these function keys at the bottom of the screen. Read these messages carefully before proceeding to the next screen.

KEY	FUNCTION
Enter	The system edits the screen and displays messages when an error is found or when the form updates successfully
PF3	To exit the screen and return to the Central Registry Selection menu.
PF7	To scroll back to the previous screen.
PF8	To scroll forward to the next screen (DSS-5104c and DSS-5104p)
PF9	To add/update when displayed on the screen you are keying.
PF10	To cancel data keyed on a current screen

To enter information on a new [DSS-5104](#) key in "1" in the selection field and press ENTER. The system will not generate a form id number until the entire form has been keyed. The next screen will show a blank [DSS-5104](#) and information can be entered and saved.

B. DSS-5104 INQUIRY

The inquiry function allows users to view previously keyed [DSS-5104](#)'s. To view the [DSS-5104](#), key "2", as the selection and key in the form number and press enter. This will display the [DSS-5104](#). Since this is an inquiry, changes will not be allowed.

MAY 2012

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

Or by fax to (919) 334-1052.

Appropriate deletion requests include:

- ☐ Incorrectly entered each child on a separate [DSS-5104](#) and need to be combined onto one form
- ☐ Entered children on form that were not a part of the assessment
- ☐ Some child information is incorrect (SIS ID, birth date, misspelled name, etc.)
- ☐ Some perpetrator information is incorrect (misspelled name, birth date, etc.)
- ☐

D. VICTIM NAME DISPLAY/SOUNDEX VICTIM NAME DISPLAY (SEARCH)

1. VICTIM NAME DISPLAY

From the Central Registry Selection Menu, key "4" in the selection field, and the last, first, middle initial name, in the KEY field. Press ENTER. When using the victim name display to search the central registry, the person's last name and first name must be entered. Make sure to separate the victim's last name and first name with a comma and a space, or no names will be displayed. The search results will only return results that have an exact match.

It is also possible to search for a child using the "*" (wildcard) option. To do so, key in as many letters of the last name as possible, followed by an "*", and then as many letters of the first name as possible followed by an "*". This option allows you to see all children whose names contain the letters keyed. For example, if searching for John Doe, but unsure of the spelling of the name, key in "Do*, Jo*" and all children whose first names begin with "Jo" and last names begin with "Do" will be listed.

To view the record of a name that is displayed key an "I" next to the name, press PF9 to see the perpetrator information of the Central Registry.

2. SOUNDEX VICTIM NAME DISPLAY

From the Central Registry Selection Menu, key "5" in the selection field and the last name, the first letter of the first name in the KEY field. Press ENTER. When using the soundex victim name display to search the Central Registry, a last name is required and at least the first letter of the first name is needed. The results will return all names that sound similar to the requested name. Again, make sure to separate the victim's last name and first name with a comma and a space, or no names will be displayed.

E. PERPETRATOR NAME DISPLAY

From the Central Registry Selection Menu, key "6" in the selection field and the perpetrator's last name and first name in the KEY field. Press ENTER.

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

Make sure to separate the last name and the first name with a comma and a space, or no names will be displayed. The search results will only return results that have an exact match.

To view the record of a name that is displayed key an "I" next to the name, then PF9 to see the perpetrator information of the Central Registry.

F. FATALITIES

From the Central Registry Selection menu, key "8" in the selection field. Press ENTER. This menu is available only for state staff.

G. RIL MENU

From the Central Registry Selection menu, key "9" in the selection field. Press ENTER.

VIII. DSS-5104 FORM FIELDS AND CODES

Unless otherwise noted, to have the information that is keyed from a [DSS-5104](#) entered in the system, you must press enter.

FIELD 1 - COUNTY NAME

[ENTRY REQUIRED]

Enter the two-digit code that identifies the county conducting the CPS Assessment. In cases where there is a reciprocal county assisting with the CPS Assessment, the resident county is responsible for completing the [DSS-5104](#). The resident county's two-digit county code is to be entered.

Co. #	Co. Name	Co. #	Co. Name	Co. #	Co. Name	Co.#	Co. Name
01	Alamance	26	Cumberland	51	Johnston	76	Randolph
02	Alexander	27	Currituck	52	Jones	77	Richmond
03	Alleghany	28	Dare	53	Lee	78	Robeson
04	Anson	29	Davidson	54	Lenoir	79	Rockingham
05	Ashe	30	Davie	55	Lincoln	80	Rowan
06	Avery	31	Duplin	56	Macon	81	Rutherford
07	Beaufort	32	Durham	57	Madison	82	Sampson
08	Bertie	33	Edgecombe	58	Martin	83	Scotland
09	Bladen	34	Forsyth	59	McDowell	84	Stanly
10	Brunswick	35	Franklin	60	Mecklenburg	85	Stokes
11	Buncombe	36	Gaston	61	Mitchell	86	Surry
12	Burke	37	Gates	62	Montgomery	87	Swain
13	Cabarrus	38	Graham	63	Moore	88	Transylvania
14	Caldwell	39	Granville	64	Nash	89	Tyrrell
15	Camden	40	Greene	65	New Hanover	90	Union
16	Carteret	41	Guilford	66	Northampton	91	Vance
17	Caswell	42	Halifax	67	Onslow	92	Wake
18	Catawba	43	Harnett	68	Orange	93	Warren
19	Chatham	44	Haywood	69	Pamlico	94	Washington
20	Cherokee	45	Henderson	70	Pasquotank	95	Watauga

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

21	Chowan	46	Hertford	71	Pender	96	Wayne
22	Clay	47	Hoke	72	Perquimans	97	Wilkes
23	Cleveland	48	Hyde	73	Person	98	Wilson
24	Columbus	49	Iredell	74	Pitt	99	Yadkin
25	Craven	50	Jackson	75	Polk	00	Yancey

FIELD 2 - COUNTY CASE NUMBER

[ENTRY REQUIRED]

Enter the county's Child Protective Services case number: up to 6 numeric digits.

FIELD 3 - CASE MANAGER NAME

[ENTRY REQUIRED IF APPLICABLE]

Entry is not required if a valid county worker case manager number from FIELD 4 is entered. Otherwise enter the last name, first initial, and middle initial of the case manager.

FIELD 4 - CASE MANAGER NUMBER

[ENTRY REQUIRED]

Enter the county case manager/worker ID number: up to 9 numeric digits.

FIELD 5 - DATE OF INITIAL REPORT

[ENTRY REQUIRED]

Enter the month, day and year. **U**se a leading zero for any month or day less than ten that the report of abuse/neglect/dependency was made to the county DSS in the format of MMDDYYYY. If subsequent reports are received before the completion of the CPS Assessment, enter the date of the first report that led to the opening of the CPS Assessment.

FIELD 6 - DATE CPS ASSESSMENT INITIATED

[ENTRY REQUIRED]

Enter the month, day and year [use a leading zero for any month or day less than ten] that the CPS Assessment was initiated in the format of MMDDYYYY.

FIELD 7 - DATE CASE DECISION

[ENTRY REQUIRED]

Enter the month, day, and year [use a leading zero for any month or day less than ten] that the CPS Assessment was completed in the format MMDDYYYY.

All information gathered during the CPS Assessment process shall be incorporated into one case decision and one [DSS-5104](#). If more than one [DSS-5104](#) is entered per CPS Assessment this will impact the identification of repeat maltreatment.

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

Even if there are multiple children, multiple perpetrators, and/or multiple maltreatment types, submit the information into the Central Registry under only one [DSS-5104](#) Form Number.

Information entered in Fields 5, 6, 7 is relevant to safety outcomes, the timeliness of initiating CPS Assessments of reports of child maltreatment; and repeat maltreatment.

FIELD 8 - RISK ASSESSMENT RATING

[ENTRY REQUIRED]

Enter the one digit code indicating the over-all risk rating as determined by the Family Risk Assessment ([DSS-5230](#)) for each case. A Family Risk Assessment is not required for a case involving child care, group home, or institutional settings, in which case select "N/A" on the [DSS-5104](#).

CODE	DEFINITION
L	Low
M	Medium
H	High
N	Not Applicable

FIELD 9 - REQUEST FOR ASSISTANCE

[ENTRY REQUIRED IF APPLICABLE]

Enter the two digit numeric code that corresponds to the county that provided assistance during the assessment. Up to three county codes may be entered. Refer to Field 1 for a listing of the county codes.

FIELD 10 - CHILD ID

[ENTRY REQUIRED]

If the alleged victim child already exists in SIS, enter the current SIS Client ID on the form. If, following the completion of a name search, the alleged victim child does not already exist in SIS, obtain a new SIS Client ID and enter it on the form.

FIELD 11 - CHILD NAME

[ENTRY REQUIRED]

If the alleged victim child already exists in SIS, enter the last name, first name, and middle initial as it appears in the SIS system. This name will be verified at data entry when the SIS Client ID is keyed.

If, following the completion of a name search, the alleged victim child does not already exist in SIS, the system automatically redirected to the SIS screen. You type in this:

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

ISCF CYA0101M CENTRAL REGISTRY DSS-5104 ENTRY DATE: 09/08/2011
FORM: INCIDENT AND VICTIM DATA TIME: 12:12:46

CTY 43 COUNTY CASE ALFORD FI C MI NUMBER 943002756
INITIAL REPORT ASSESS INITIATED CASE DECISION RISK ASMT REQ. ASSIST
01012011 01022011 03012011 H

CLIENT ID: 20099857742 LAST NAME: FIRST: MI:
SSN: - DOB: SEX: RACE: SCHOOL: GRADE: MI:
LA: SPECIALS: SOURCE REF: 08 JUV: 2 CRI: 2
RELSHIP: POST SVCS: 00 OLDDID:
FAILURE TO REPORT SOURCE:
FAILURE TO REPORT REASON:
DID NOT WANT TO GET INVOLVED/FAMILY MATTERS/RELIGIOUS BELIEF
FEAR OF RETALIATION/FINANCIAL DISTRESS
DID NOT CONSIDER ACTIONS INAPPROPRIATE/DISBELIEF
DID NOT KNOW HOW TO REPORT
DSS WOULD NOT RESPOND
THOUGHT SOMEONE ELSE WOULD REPORT IT/BETTER HANDLED BY OTHER
THOUGHT IT WOULD BE A BREACH OF CONFIDENTIALITY
OTHER/UNKNOWN TO WORKER
PF3=PREV SCREEN ENTER=NEXT SCREEN PF7/8=PREV/NEXT VICT PF10=CANCEL
CYA103 - THIS SIS ID WAS NOT PROCESSED, CHANGE ID, RE-TRY OR CANCEL FORM

And it will take you to this:

ISS2 SERVICES INFORMATION SYSTEM (SIS) DATE: 09/08/2011
ADD ** TIME: 12:13:51

CLIENT ID 20099857742 CLIENT LAST FIRST MI TURNAROUND REQUEST
CLIENT SSN 210 BIRTHDATE CTY 43 CTY CASE NO FED TRIBE OTHER
SERVICE CODE DATE REQ END DATE REASON SPECIAL USE
210 01012011

CASE MANAGER ID 943002756 LOCAL USE STATE USE
SPECIAL AREAS REASON 5 LEGAL STATUS 1 LIV ARR SEX RACE SCH GR LANG SE RD
PF2=CLEAR PF3=SIS MAIN MENU PF4=EXIT SIS
PLEASE ENTER THE REQUIRED FIELD

If the child does not already exist in SIS, you must enter the following Fields in SIS, NOT Central Registry: Last Name, First Name, MI, SSN, DOB, Sex, Race, School, Grade, LA, and Specials.

For the child involved in a *Safe Surrender* enter the last name as SURRENDER, the first name as SAFE COUNTY NAME. Example: SURRENDER, SAFE ALAMANCE. Once a legal name has been obtained, update the DSS-5027 to update SIS. For additional information on Safe Surrender policy, refer to [Family Services Manual \(Vol. 1\): Section 1411 – Safe Surrender](#).

FIELD 12 - CHILD SOCIAL SECURITY NUMBER

[ENTRY REQUIRED]

If the alleged victim child already exists in the SIS system, leave blank, this will be populated by information in SIS. If, following the completion of a name search, the child does not exist in SIS you must enter the following Fields in SIS, NOT Central Registry: Last Name, First Name, MI, SSN, DOB, Sex, Race, School, Grade, LA, and Specials.

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

If the child does not have a Social Security Number or if the number is unknown, enter all "0's". Once the victim child's Social Security Number has been attained, complete a DSS-5027 to update the Social Security Number in the SIS system.

FIELD 13 - DATE OF BIRTH

[ENTRY REQUIRED]

If the alleged victim child already exists in the SIS system, leave blank, this will be populated by information in SIS. If, following the completion of a name search, the child does not exist in SIS, you must enter the following Fields in SIS, NOT Central Registry: Last Name, First Name, MI, SSN, DOB, Sex, Race, School, Grade, LA, and Specials. Enter the month, day, and year. [Use a leading zero for any month or day less than ten] in the format MMDDYYYY.

FIELD 14 - SEX

[ENTRY REQUIRED]

If the alleged victim child already exists in the SIS system, leave blank, this will be populated by information in SIS. If, following the completion of a name search, the child does not exist in SIS you must enter the following Fields in SIS, NOT Central Registry: Last Name, First Name, MI, SSN, DOB, Sex, Race, School, Grade, LA, and Specials.

Code	Value
1	Male
2	Female

FIELD 15 - RACE/ETHNICITY

[ENTRY REQUIRED]

If the alleged victim child already exists in the SIS system, leave blank, this will be populated by information in SIS. If, following the completion of a name search, the alleged victim child does not exist in SIS; you must enter the following Fields in SIS, NOT Central Registry: Last Name, First Name, MI, SSN, DOB, Sex, Race, School, Grade, LA, and Specials.

Assumptions or guesses shall not be made regarding a child's race or ethnicity based on appearances. Rather, it is critical that the agency engages the family in a discussion around the child's race and ethnicity, and that the family most identifies for the child. If such a discussion is not able to take place, the agency shall use code "11" – Unable to Determine.

For the Safe Surrender child, if no parent is available to indicate the race, use code "11" or "12" – Unable to Determine.

Code	Value
01	White Native (Non Hispanic or Latino)
02	White (Hispanic or Latino)
03	Black (Non Hispanic or Latino)

**NORTH CAROLINA DIVISION OF SOCIAL SERVICES
FAMILY SERVICES MANUAL
VOLUME I - CHILDREN'S SERVICES
CHAPTER VIII - PROTECTIVE SERVICES**

1426

CHANGE# 03-2012

CENTRAL REGISTRY

MAY 2012

04	Black (Hispanic or Latino)
05	American Indian or Alaskan Native (Non Hispanic or Latino)
06	American Indian or Alaskan Native (Hispanic or Latino)
07	Asian (Non Hispanic or Latino)
08	Asian (Hispanic or Latino)
09	Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
10	Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
11	Unable to Determine (Non Hispanic or Latino)
12	Unable to Determine (Hispanic)
13	White/Black (Non Hispanic or Latino)
14	White/Black (Hispanic or Latino)
15	White/American Indian or Alaskan Native (Non Hispanic or Latino)
16	White/American Indian or Alaskan Native (Hispanic or Latino)
17	White/Asian (Non Hispanic or Latino)
18	White/Asian (Hispanic or Latino)
19	White/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
20	White/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
21	Black/American Indian or Alaskan Native (Non Hispanic or Latino)
22	Black/American Indian or Alaskan Native (Hispanic or Latino)
23	Black/Asian (Non Hispanic or Latino)
24	Black/Asian (Hispanic or Latino)
25	Black Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
26	Black/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
27	American Indian or Alaskan Native/Asian (Non Hispanic or Latino)
28	American Indian or Alaskan Native/Asian (Hispanic or Latino)
29	American Indian or Alaskan Native/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
30	American Indian or Alaskan Native/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
31	Asian/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
32	Asian/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
Code	Value
33	White/Black/American Indian or Alaskan Native (Non Hispanic or Latino)
34	White/Black/American Indian or Alaskan Native (Hispanic or Latino)
35	White/Black/Asian (Non Hispanic or Latino)
36	White/Black/Asian (Hispanic or Latino)
37	White/Black/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
38	White/Black/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
39	White/American Indian or Alaskan Native/Asian (Non Hispanic or Latino)
40	White/American Indian or Alaskan Native/Asian (Hispanic or Latino)
41	White/American Indian or Alaskan Native/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
42	White/American Indian or Alaskan Native/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

43	White/Asian/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
44	White/Asian/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
45	Black/American Indian or Alaskan Native/Asian (Non Hispanic or Latino)
46	Black/American Indian or Alaskan Native/Asian (Hispanic or Latino)
47	Black/American Indian or Alaskan Native/Native Hawaiian (Non Hispanic or Latino)
48	Black/American Indian or Alaskan Native/Native Hawaiian (Hispanic or Latino)
49	Black/Asian/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
50	Black/Asian/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
51	American Indian/Asian/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
52	American Indian/Asian/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
53	White/Black/American Indian/Asian (Non Hispanic or Latino)
54	White/Black/American Indian/Asian (Hispanic or Latino)
55	White/Black/American Indian/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
56	White/Black/American Indian/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
57	White/Black/Asian/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
58	White/Black/Asian/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
59	White/American Indian/Asian/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
60	White/American Indian/Asian/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
61	Black/American Indian/Asian/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
62	Black/American Indian/Asian/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
63	White/Black/American Indian/Asian/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
64	White/Black/American Indian/Asian/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)

FIELD 16 - IN SCHOOL

[ENTRY REQUIRED IF APPLICABLE]

If the alleged victim child already exists in the SIS system, leave this field blank. This will be populated by information in SIS. This field may need to be updated with the alleged victim child's current status. If so, update this field in SIS.

If following the completion of a name search, you must enter the following Fields in SIS, NOT Central Registry: Last Name, First Name, MI, SSN, DOB, Sex, Race, School, Grade, LA, and Specials.

Code	Definition
P	Yes – child is enrolled in a public school.
R	Yes – child is enrolled in a private school.

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

H	Yes – child is enrolled in home school.
N	No – child is not enrolled in school.

FIELD 17 - GRADE

[ENTRY REQUIRED IF APPLICABLE]

If the alleged victim child already exists in the SIS system, leave blank. This field will be populated by information in SIS. This field may need to be updated with the alleged victim child's current status in the SIS system.

If, following the completion of a name search, you must enter the following Fields in SIS, NOT Central Registry: Last Name, First Name, MI, SSN, DOB, Sex, Race, School, Grade, LA, and Specials.

Code	Definition
P	Preschool
01-20	To identify either the highest grade attained if the individual is no longer in school, or the last grade attended or the current grade if the individual is still in school.
98	GED Status
99	Unknown

FIELD 18 - LIVING ARRANGEMENT

[ENTRY REQUIRED IF APPLICABLE]

If the alleged victim child already exists in the SIS system, leave blank. This will be populated by information in SIS. For the safe surrender child enter code "99 – Unknown."

If, following the completion of a name search, the alleged victim child does not exist in SIS; continued entry will be re-directed to the SIS system to create a SIS ID for the child.

Code	Value
01	Living Alone - An independent living arrangement where the individual resides either alone, or with others where the relationship is not characterized by intimacy, continuity or commitment, as in a rooming house or shared housing.
02	Living With Family or Other Significant Individual(s) - A home occupied by two or more people who are related by blood, marriage, adoption or who have a commitment to care for one another.
03	Family Care Home - A licensed domiciliary home having a capacity of two to six residents.
04	Home for the Aged - A licensed domiciliary home has a capacity of seven or more residents.
05	Group Home for Developmentally Disabled Adults - A licensed DDS group home housing residents with developmental disability, regardless of which local/state agency has licensing monitoring or certification responsibilities.

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

06	Nursing/Combination Home - A licensing facility which provides nursing or convalescent care for three or more persons.
07	Treatment/Rehabilitation Facility/Home - A 24-hour facility/home, which provides treatment or rehabilitation, services for medical, psychosocial, or psychiatric needs (e.g. medical or psychiatric hospital, State Mental Retardation Center, mental health group home for persons with mental illness). Not included in this definition are nursing homes, maternity homes, and group homes for developmentally disabled adults.
08	Maternity Home - A 24-hour residential program whose primary purpose is to provide care, support and other services for pregnant females.
09	Jail, Lockup, Detention - A local jail or a facility administered by the Department of Corrections or Division of Youth Services.
10	Battered Women's Shelter - A 24-hour residential program whose primary purpose is to offer protection, food, shelter, support and other services to battered women and their children.
11	Shelter for the Homeless - An overnight shelter for people without homes.
97	Child Placement System (DSS-5094) - When the client is a child for whom the DSS has custody or placement authority, the living arrangement will be tracked through the Child Placement and Payment System. This code should remain unchanged in this system for as long as the DSS-5094 record remains open. If the client remains a service client after the DSS-5094 record is closed, this field will have to be updated on the DSS-5027 to reflect the actual living arrangement.
98	Other - A living arrangement which is known to the agency but does not fit the above definitions.
99	Unknown

FIELD 19 - SPECIAL AREAS

[ENTRY REQUIRED IF APPLICABLE]

If the alleged victim child already exists in the SIS system, leave blank, this will be populated by information in SIS.

If, following the completion of a name search, the alleged victim child does not exist in SIS; you must enter the following Fields in SIS, NOT Central Registry: Last Name, First Name, MI, SSN, DOB, Sex, Race, School, Grade, LA, and Specials.

For more information on this field please refer to the [Services Information System \(SIS\) Data Entry Manual](#).

Code	Value
01	Developmental Disabilities- Having a severe, chronic mental or physical disability resulting in substantial limitations in three or more of the following areas of major life activity: self-care, receptive and expressive language, capacity for independent living, learning, mobility, self direction, and economic self-sufficiency and reflecting the person's need for a combination of special inter-disciplinary care or treatment of a lifelong or extended duration, manifested before age 22, unless caused by a head injury.

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

02	Blind or Visually Impaired- Having visual impairment that, in the social worker's judgment, may significantly affect day-to-day functioning.
03	Deaf or Hard of Hearing- Having a hearing impairment, whether permanent or fluctuating, which may in the social worker's judgment, adversely affect day-to-day functioning; a communication disorder such as stuttering, impaired articulator; or language impairment that adversely affects functioning.
04	Physically Disabled- Having a physical condition that may, in the social worker's judgment, adversely affect the individual's day-to-day or intermittent functioning.
05	Emotionally Disturbed- Having mental or emotional problems exhibited in a wide range of important social and personal contexts and causing significant impairment in social, educational, or occupational functioning.
06	Learning Disability- Having a disorder in one or more of the basic psychological processes involved in understanding or using language, spoken or written, that may manifest itself in an imperfect ability to listen, think, speak, read, write, spell or to use mathematical calculations. An example of a learning disability would be dyslexia.
07	Medical Condition- Having any apparently disabling physical condition other than those listed above, which has been diagnosed by a licensed physician and requires medical attention.
08	HIV and AIDS- Having a syndrome, or a disease complex in which the natural immune system is suppressed so significantly those individuals gradually die from vulnerability to a variety of unusual infections and concerns (opportunistic infections) that would not ordinarily pose a threat to an immunologically healthy person.

Code	Value
09	Substance Abuse- Using alcohol or other drugs to a degree which creates a risk of harm to self or others, or impairs social, educational or occupational functioning.
11	Undisciplined Child- A child who is an adjudicated undisciplined child under N.C.G.S. § 7B-1501(27) .
12	Delinquent Child- A child who is an adjudicated delinquent child under N.C.G.S. § 7B-1501(7) .
13	Homeless Person- A person who does not have what society defines as a normal place of his/her own to live.
14	Alzheimer's Disease and Related Dementias- Having an organic mental disorder, in which intellectual function is progressively impaired in a previously well adult, usually accompanied by memory loss, disorientation, impaired judgment, and personality change.

FIELD 20 - SOURCE OF REFERRAL

[ENTRY REQUIRED]

Enter the two-digit code for the source of referral. There are spaces for up to three sources of referral to allow for subsequent reports that may come in during the CPS Assessment. If more than one source of referral is listed, list the initial source first and the subsequent sources in order of receipt.

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

All information gathered during the fact-finding process shall be incorporated into one case decision and one [DSS-5104](#).

Code	Definition
01	Anonymous - An anonymous reporter is a person who deliberately chooses to remain unknown.
02	Child Care Provider - This category includes baby sitters, personnel in day care arrangements, and head start center personnel.
03	Educational Personnel - This category includes teachers, principals, school nurses, learning aides, school librarians, or other individuals who report the maltreatment as a result of their involvement in a school setting.
04	Law Enforcement or Court Personnel - This category includes police, courts, attorneys, parole and probation officers, and sheriff's deputies.
05	Medical Personnel - This category includes private physicians, clinic or hospital physicians, dentists, emergency room personnel, nurses, X-ray technicians, and the staff of a physician in private practice, optometrists, and paramedics
06	Relative - A member of the child and/or caretaker's immediate or extended family who is not covered by another category.
07	Non-Relative - A person not related to the child's family or to the child (i.e. friend, neighbor, and foster parent).

Code	Definition
08	Human Service Personnel - This category includes social workers, mental health workers (psychiatrist, psychologist, psychiatric or clinical social workers), and the staff of social service agencies and institutions.
09	Victim - The child who is alleged to be neglected or abused.
10	Parent - The biological, adoptive, or stepparent of the child.

FIELD 21 - PETITION FILED WITH JUVENILE COURT

[REQUIRED IF APPLICABLE]

Enter the appropriate two-digit code if a petition has been filed in Juvenile Court in relation to the situation of abuse/neglect/dependency.

Code	Definition
1	Yes
2	No

FIELD 22 - CRIMINAL CHARGES FILE

[REQUIRED IF APPLICABLE]

Enter the appropriate two-digit code if criminal charges related to the reported abuse or neglect has been filed.

Code	Definition
1	Yes

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

2	No
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FIELD 23 - PERPETRATOR RELATIONSHIP CODE

[ENTRY REQUIRED **FOR** SUBSTANTIATED
CASES ONLY]

This field is used to show the sex of the perpetrator and his/her relationship to the victim. Although you may enter more than one perpetrator in Field 33, for the purposes of Field 23 you may only enter one Perpetrator Relationship Code. **If there is more than one perpetrator for the given victim, list the perpetrator code that defines the relationship of the perpetrator who had the most responsibility for action causing the greatest harm or risk of harm to the child. DO NOT enter more than one [DSS-5104](#) form number for multiple perpetrators.**

Codes beginning with the number one (1) indicate a female relationship to the child.
Codes beginning with the number two (2) indicate a male relationship to the child.

Female	Male	Definition
10	20	Natural Parent - Biological mother or father of the child.
11	21	Adoptive Parent - Parent who is not the child's natural parent but who has completed the legal procedures for adoption of the child.
12	22	Stepparent - Father's spouse or mother's spouse, when the spouse is not the natural parent, and when <u>the stepparent has not adopted the child.</u>
13	23	Foster Parent - An individual who lives in a private residence and who is licensed by the Division of Social Services to provide continuing, full-time 24-hour foster care or therapeutic care to children.
14	24	Grandparent - A parent of the child's mother or father.
15	25	Step Grandparent - A parent of the child's stepfather or stepmother.
16	26	Other Relatives - A relative other than parents or grandparents (aunts, uncles, cousins, nieces, siblings, nephews, etc).
17	27	Employee of an Institution/Group Home - An institution/group home is any public or private agency, group, organization, corporation or partnership employing, directing, assisting, or providing its facilities to persons who, as a part of their association with the institution, give 24-hour residential care and services to children less than 18 years of age. An employee of Institution/Group homes includes house parents, cottage parents, or other persons supervising a juvenile in a child-care facility. This code is also to be used for any on-site administrator found to be responsible for the neglect or abuse of a child.
18	28	Employee of a Child Care Facility/Plan - Child care is a child care arrangement for a child under 13 years of age in a child care facility or plan as defined in Article 7 of Chapter 110 of the NC General Statutes. An employee of a Child Care Facility/Plan includes any person who has responsibility for care of a juvenile in a child care

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

		arrangement as defined in Article 7 of Chapter 110 of the NC General Statutes; or any person who has approval of the care provider to assume responsibility for the juveniles under the care of the care provider. This code is to be used also for any owner/operator found to be responsible for the neglect or abuse of a child.
19	29	Other Caretaker - Any person other than those listed above including an adult member of the juvenile's household.
00		Unknown Perpetrator - This code is to be used when abuse (1), neglect (2), abuse and neglect (3), abuse and serious neglect (3S), serious neglect (2S), or neglect and serious neglect (2N) have been substantiated but the specific perpetrator cannot be identified. Use of this code will require an entry of "05" in Field 31.

FIELD 24 - SERVICES PROVIDED

[ENTRY REQUIRED]

Enter the two-digit code for any services that were referred or provided to the family as a result of the CPS Assessment to reported allegations. *Report only those services that began on or prior to the report date and continued past the Case Decision Date.* Services may have either been provided directly by the DSS or by another agency. There is space to enter up to three two-digit codes for Services Provided. If more than three services were provided, enter the codes for the three most critical services identified to meet the child and family needs. **If a family was referred to services, but those services had not yet been initiated at the time of case decision, place code "12" (Information and Referral Services).** "No Services Referred or Provided" code (00) is used for cases with Type Found of "Unsubstantiated," "Services Recommended" or "Services Not Recommended."

Code	Definition
00	No Services Referred or Provided
01	Adoption Services - Services or activities provided to assist in bringing about the adoption of a child.
02	Case Management Services - Services or activities for the arrangement, coordination, and monitoring of services to meet the needs of children and their families. This would include NC's service code 215, CPS In-Home Services.
03	Counseling Services - Activities that apply the therapeutic processes to personal, family, situational or occupational problems in order to bring about a positive resolution of the problem or improved individual or family functioning or circumstances.
04	Child Care Services - Services or activities provided in a setting that meet applicable standards of State and local law, in a center or in a home, for a portion of a 24-hour day.
05	Educational and Training Services - Activities provided to improve knowledge or daily living skills and to enhance cultural opportunities.

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

06	Employment Services - Activities provided to assist individuals in securing employment or acquiring of skills that promote opportunities for employment.
07	Family Planning Services - Educational, medical, or social service activities that enable individuals, including minors, to determine freely the number and spacing of their children and to select the means by which this may be achieved.
08	Health-Related and Home Health Services - Activities provided to attain and maintain a favourable condition of health.
09	Home-Based Services - In-home activities provided to individuals or families to assist with household or personal care that improve or maintain family well-being. Includes in-home aides, home maintenance and household management services.
Code	Definition
10	Housing Services - Activities designed to assist individuals or families in locating, obtaining, or retaining suitable housing.
11	Independent and Transitional Living Services (LINKS) - Activities designed to help older youth in foster care or homeless youth make the transition to independent living.
12	Information and Referral Services - Resources or activities designed to provide facts about services made available by public and private providers, after a brief assessment of client needs (but not a diagnosis and evaluation) to facilitate appropriate referral to these community resources.
13	Legal Services - Activities provided by a lawyer, or other person(s) under the supervision of a lawyer, to assist individuals in seeking or obtaining legal help in civil matters such as housing, divorce, child support, guardianship, paternity and legal separation.
14	Mental Health Services - Activities which aim to overcome issues involving emotional disturbance or maladaptive adversely affecting socialization, learning, or development. Usually provided by public or private mental health agencies and includes both residential and non-residential activities.
15	Pregnancy/Parenting Services for Young Parents - Activities for married or unmarried adolescent parents and their families to assist them in coping with social, emotional, and economic problems related to pregnancy and to plan for the future.
16	Respite Care Services - Activities involving the temporary care of the children in order to provide relief to the caregiver. May involve care of the children outside of the caregiver's own home for a brief period of time, such as overnight or for a weekend. Not considered by the State to be foster care or other placement.
17	Special Services - Disabled - Activities for persons with developmental, physical, emotional, visual or auditory impairments that are intended to help maximize their potential alleviate the effects of their disabilities, and to enable these persons to live in the least restrictive environment possible.
18	Special Services / Juvenile Delinquent - Activities for youth (and their families) who are, or who may become, involved with the juvenile justice

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

	system.
19	Substance Abuse Services – Activities designed to deter, reduce, or eliminate substance abuse or chemical dependency for the child or the child's family as a result of the CPS response to reported allegations, or to the child himself.
20	Transportation Services - Activities that provide or arrange for travel, including travel costs of individuals, in order to access services, or obtain medical care or employment.
21	Other Services - Activities that have been provided to the child and/or family, but which are not included in the services listed above.
Code	Definition
22	Court Appointed Representative – A person appointed by the court to represent or advocate for a child in a neglect or abuse proceeding. May be an attorney or a court-appointed Special Advocate (or both) and is often referred to as a Guardian ad Litem.
23	Family Preservation Services – Activities designed to help families alleviate crises that might lead to out-of-home placement of children; maintain the safety of children in their own homes; support families preparing to reunify or adopt; and assist families in obtaining services and other supports necessary to address their multiple needs in a culturally sensitive manner.
24	Family Support Services – Community-based preventative activities designed to alleviate stress and promote parental competencies and behaviors that will increase the ability of families to successfully nurture their children, enable families to use other resources and opportunities available in the community, and create supportive networks to enhance child-rearing abilities of parents.

FIELD 25 - FAILURE TO REPORT SOURCE

[ENTRY REQUIRED]

This field is completed when, during the course of the CPS Assessment, sources were found to know of the allegations but failed to report them. Use the code that best describes the source. If there is more than one source identified that failed to report the allegations, please record the first source identified. Enter the two digit code for the source of failure to report.

Code	Definition
01	Anonymous - An anonymous reporter is a person who deliberately chooses to remain anonymous.
02	Childcare Provider - This category includes baby sitters, personnel in childcare arrangements, Smart Start or Head Start agency personnel.
03	Educational Personnel - This category includes teachers, principals, school nurses, learning aids, school librarians, or other individuals who report the maltreatment as a result of their involvement in a school setting.
04	Law Enforcement or Court Personnel - This category includes police, courts, attorney, parole and probation officers, and sheriff's deputies.

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

05	Medical Personnel - This category includes private physicians, clinic or hospital physicians, dentists, emergency room personnel, nurses, X-ray technicians, the staff of a physician in private practice, optometrists, and paramedics.
06	Relative - A member of the child's and/or caretakers immediate or extended family-who that is not covered by another category.
07	Non-Relative - A person who is not related to the child's family or to the child. Example: friend, neighbour, or foster parent.
08	Human Service Personnel - This is category includes social workers, mental health workers (psychiatrist, psychologist, psychiatric or clinical social workers), and the staff of social service agencies and institutions.
09	Victim - The child who <u>is</u> alleged to be neglected or abused.
10	Parent -The biological, adoptive, or stepparent of the child.
11	N/A - During the course of the CPS assessment there was no failure to report found.

FIELD 26 - FAILURE TO REPORT REASON

[REQUIRED IF CODE 01-10 IS ENTERED IN FIELD 24]

If code 01-10 has been selected for Field 24 at least one of the following reasons must be selected. Enter an "X" by the appropriate failure to report reasons. Select as many reasons that apply.

- ☐ Did not want to get involved/family matters/religious beliefs
- ☐ Thought DSS would not respond
- ☐ Fear of retaliation/financial distress
- ☐ Did not know how to report
- ☐ Thought someone else would report it/better handled by other resources or services
- ☐ Thought it would be a breach of confidentiality
- ☐ Did not consider actions inappropriate/disbelief of possible allegations
- ☐ Other/Refused to Say/Unknown

FIELD 27 - CONTRIBUTORY FACTORS

[REQUIRED IF SUBSTANTIATED OR
FOUND SERVICES NEEDED]

The tables below list three categories of Contributory Factors that may have led to the need for Child Protective Services intervention: conditions attributed to the caretaker, conditions attributed to the child, and conditions attributed to the household. Within each category (caretaker, child, and household) select as many factors as applicable and rank each factor based on priority.

For Contributory Factors associated with either the caretaker or the child, rank each factor from 01 to 09 (where 01 indicates the highest priority and 09 is the lowest). For Contributory Factors associated with the household as a whole, rank each factor based on the priority from 01 to 04 (where 01 indicates the highest priority and 04 is the lowest).

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

Caretaker, Child, and Household Contributory Factors are prioritized separately. The priority must be a two-digit number. Complete this section on the [DSS-5104](#) for each child. At least one contributory factor from one of these three tables must be identified if the CPS Assessment finding is "Substantiated" or "Services Needed."

If none of the caretaker, child or household factors apply enter "00" in the box label "None of These Apply for This Child". If "00" is entered no other entries are allowed.

These Contributory Factors are derived directly from the federal definitions used to report to the National Child Abuse and Neglect Data System (NCANDS) data collection and analysis system. As such, some definitions are based upon but have a more broad definition than that found in the Diagnostic and Statistical Manual of Mental Disorders (DSM).

Caretaker Contributory Factor	Definition
Alcohol Abuse – Caretaker	The principal caretaker(s)' compulsive use of alcohol that is not of a temporary nature.
Drug Abuse – Caretaker	The principal caretaker(s)' compulsive use of drugs that is not of a temporary nature.
Mental Retardation – Caretaker	Significant sub-average general cognitive and motor functioning existing concurrently with deficits in adaptive that adversely affect socialization and learning. This condition must be clinically diagnosed.
Emotionally Disturbed – Caretaker	A condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree: an inability to build or maintain satisfactory interpersonal relationships; inappropriate types of or feeling under normal circumstances; a general pervasive mood of unhappiness or depression; or a tendency to develop physical symptoms or fears associated with personal problems. The term includes persons who are schizophrenic or autistic. The term does not include persons who are socially maladjusted, unless it is determined that they are also seriously emotionally disturbed. This condition must be clinically diagnosed. The diagnosis is based on the Diagnostics and Statistical Manual of Mental Disorders (the most recent edition of DSM).
Visually or Hearing Impaired – Caretaker	A clinically diagnosed handicapping condition of the principal caretaker(s) related to visual impairment or permanent or fluctuating hearing or speech impairment that may significantly affect functioning or development.

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

Learning Disability – Caretaker	A disorder of one or more of the principal caretaker(s) basic psychological processes involved in understanding or using language, spoken or written, that may manifest itself in an imperfect ability to listen, think, speak, read, write, spell, or to use mathematical calculations. This item includes conditions such as perceptual disability, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia. This condition must be clinically diagnosed.
Physically Disabled – Caretaker	A physical condition that adversely affects the caretaker(s)' day-to-day motor functioning, such as cerebral palsy, spinal bifida, multiple sclerosis, impairments, and other physical disabilities. This condition must be clinically diagnosed.
Other Medical Condition – Caretaker	A medical condition other than mental retardation, visual or hearing impairment, physical disability, or being emotionally disturbed, that significantly affects the functioning or development of the primary caretaker(s) and their ability to provide a suitable child care environment. This condition must be clinically diagnosed.
Lack of Child Development Knowledge – Caretaker	Limited knowledge of what can be reasonably expected of a child at various stages of development.

Child Contributory Factor	Definition
alcohol Problem – Child	A compulsive use of or need for alcohol. This includes infants addicted at birth or who are victims of Fetal Alcohol Syndrome, or who may suffer other disabilities due to the use of alcohol during pregnancy.
Drug Problem – Child	A compulsive use of or need for narcotics. This includes infants addicted at birth.
Mental Retardation – Child	Significant sub-average general cognitive and motor functioning existing concurrently with deficits in adaptive behavior manifested during the developmental period that adversely affect a child's/youth's socialization and learning. This condition must be clinically diagnosed.

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

Child Contributory Factor	Definition
Emotionally Disturbed – Child	A condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree: an inability to build or maintain satisfactory interpersonal relationships; inappropriate types of or feeling under normal circumstances; a general pervasive mood of unhappiness or depression or a tendency to develop physical symptoms or fears associated with personal problems. The term includes persons who are schizophrenic or autistic. The term does not include persons who are socially maladjusted, unless it is determined that they are also seriously emotionally disturbed. This condition must be clinically diagnosed. The diagnosis is based on the Diagnostics and Statistical Manual of Mental Disorders (the most recent edition of DSM).
Visually or Hearing Impaired – Child	A clinically diagnosed handicapping condition of the child related to visual impairment or permanent or fluctuating hearing or speech impairment that may significantly affect functioning or development.
Learning Disability – Child	A disorder in one or more of the child's basic psychological processes involved in understanding or using language, spoken or written, that may manifest itself in an imperfect ability to listen, think, speak, read, write, spell, or to use mathematical calculations. This item includes conditions such as perceptual disability, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia.
Physically Disabled – Child	A physical condition that adversely affects the child's day-to-day motor functioning, such as cerebral palsy, spinal bifida, multiple sclerosis, impairments, and other physical disabilities.
Behavior Problem-Child	Behavior in the school and/or community that adversely affects socialization, learning, growth, and moral development. These may include adjudicated or non-adjudicated child behavior problems. This would include the child's running away from home or a placement.
Other Medical Condition – Child	A medical condition other than mental retardation, visual or hearing impairment, physical disability, or being emotionally disturbed, that significantly affects the functioning or development the child or requires special medical care such as chronic illnesses. Included are children diagnosed as HIV positive or with AIDS.
Household Contributory Factor	Definition
Domestic Violence	Incidents of inter-spousal physical or emotional abuse perpetrated by one of the spouses or parent figures upon the other spouse or parent figure in the child's home environment.

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

Child Contributory Factor	Definition
Inadequate Housing	A risk factor related to substandard, overcrowded, unsafe, or otherwise inadequate housing conditions, including homelessness.
Financial Problem	A risk factor related to the family's inability to provide sufficient financial resources to meet minimum needs.
Public Assistance	Any one or combination of the following welfare or social services programs: TANF (Work First), General Assistance, Medicaid, SSI, Food, Nutrition and Assistance (formerly Food Stamps), etc.

FIELD 28 - TYPE REPORTED

[ENTRY REQUIRED IF APPLICABLE]

Enter the one-digit code to identify the type of report accepted for a CPS Assessment.

For the child where the only allegation is Safe Surrender, type "4" should be selected. For additional information on Safe Surrender policy, refer to [Family Services Manual \(Vol. 1\); Section 1411 – Safe Surrender](#).

Note: When there are multiple children involved in a CPS Assessment, if all children do not have allegations of maltreatment, provided the first child listed on the [DSS-5104](#) has a valid Type Reported, this field may be left blank for subsequent children.

Code	Type of Report	Definition
1	Abuse	An allegation that a juvenile's parent, guardian, custodian, or caretaker inflicts or allows to be inflicted, creates or allows to be created a substantial risk of serious physical injury by other than accidental means; or uses or allows to be used upon the juvenile cruel or grossly inappropriate procedures or cruel or grossly inappropriate devices to modify ; or commits, permits, or encourages the commission of any sexual offense by, with, or upon the juvenile in violation of the law; promotes the prostitution of the juvenile; or creates or allows to be created serious emotional damage to the juvenile; or encourages, directs or approves of delinquent acts involving moral turpitude committed by the juvenile.
2	Neglect	An allegation that a juvenile does not receive proper care, supervision, or discipline from the juvenile's parent, guardian, custodian or caretaker; or who has been abandoned; or who is not provided necessary medical care; or who is not provided necessary remedial care; or who lives in an environment injurious to the juvenile's welfare; or who has been placed for care or adoption in violation of the law. In determining whether to accept a report that a juvenile may be neglected, it is relevant whether that juvenile lives in a home where another juvenile has died as a result of abuse or neglect or lives in a home where another juvenile has

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

		been subjected to sexual abuse or severe physical abuse by an adult who regularly lives in the home.
3	Abuse and Neglect	An allegation that both abuse and neglect occurred.
4	Dependency	An allegation that a juvenile is in need of assistance or placement because he has no parent, guardian, or custodian responsible for the juvenile's care or supervision or whose parent, guardian, or custodian, due to physical or mental incapacity and the absence of an appropriate alternative child care arrangement, is unable to provide for the juvenile's care or supervision.

FIELD 29 - MALTREATMENT TYPE REPORTED

[ENTRY REQUIRED IF APPLICABLE]

At the time that the CPS report was accepted, select what type of maltreatment is alleged by the reporting source.

If type reported code is "1" for abuse, place as many priority codes as applicable. Up to four priority codes (where 01 indicates the highest priority and 04 is the lowest) may be placed next to the Abuse allegation options.

If type reported is "2" for neglect, place as many priority codes as applicable. Up to ten priority codes (where 01 indicates the highest priority and 10 is the lowest) may be placed next to the Neglect allegation items.

If type reported code is "3" for abuse and neglect, place as many priority codes as applicable. Up to fourteen priority codes (where 01 indicates the highest priority and 14 is the lowest) may be placed, next to both the Abuse and Neglect allegation items.

If type reported code is "4", for dependency, this field may be left blank.

For the Child Protective Services referral that has been identified by the agency as a Safe Surrender, select Safe Surrender.

If there is no alleged maltreatment for this child, enter code "00". This option is only to be used if there is more than one child and the first child has a valid maltreatment type entered. This code may only be selected, if Field 28 is left blank for this child and no other entries are allowed.

Abuse Related Maltreatment Type	Definition
Abuse - Physical	Non-accidental, serious, physical injury or risk of serious physical injury caused or allowed to be caused by the parent, guardian, custodian, or caretaker. The parent, guardian, custodian, or caretaker used or allowed the use of cruel or grossly inappropriate procedures or cruel or grossly inappropriate devices to modify behavior.

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

Abuse - Emotional	Severe emotional damage to the juvenile created or allowed to be created by the parent, guardian, custodian, or caretaker as evidenced by a juvenile's severe anxiety, depression, withdrawal or aggressive behavior toward himself or others.
Abuse - Sexual	Any sexual act with, by or upon a juvenile in violation of the law, committed or allowed to be committed by the parent, guardian, custodian, or caretaker. This includes prostitution with or by the child. Also included are pornographic filming and picture taking.
Delinquent Acts Involving Moral Turpitude	Delinquent acts committed by the juvenile with the encouragement, direction or approval of the parent or caretaker.
Improper Supervision	The parent, guardian, custodian, or caretaker did not provide proper supervision.
Improper Care	The parent, guardian, custodian, or caretaker did not provide proper care.

Serious Neglect/Neglect Related Maltreatment Type	Definition
Improper Discipline (No Injuries)	The parent, guardian, custodian, or caretaker did not provide proper discipline.
Improper Discipline (Injuries)	The parent, guardian, custodian, or caretaker providing improper discipline resulting in physical injuries
Injurious Environment	Lives in an environment injurious to the juvenile's welfare other than substance abuse or domestic violence.
Injurious Environment (DV)	Evidence of Domestic Violence.
Injurious Environment (SA)	Evidence of Substance Abuse.
Abandonment	Child has been abandoned by parent, guardian, custodian, or caretaker, other than under the Safe Surrender law
Safe Surrender	Child has been identified as a Safe Surrender where the age of the child is 7 days or less.
Improper Med Care/Rem Care	The parent, guardian, custodian, or caretaker did not provide necessary medical care or other remedial care.
Adoption Law Violation	Placed for adoption in violation of law.

FIELD 30 - TYPE FOUND

[ENTRY REQUIRED]

Enter the one-digit code to indicate the findings of the CPS Assessment. These codes may be different for each alleged victim child in the report. Select the appropriate type found for each alleged victim child in the report.

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

Code	Type Found	Definition
0	Unsubstantiated	A situation that abuse, neglect, or dependency was not found.
Code	Type Found	Definition
1	Abuse Substantiated	A situation in which a juvenile's parent, guardian, custodian, or caretaker inflicts or allows to be inflicted, creates or allows to be created a substantial risk of serious physical injury by other than accidental means; or uses or allows to be used upon the juvenile cruel or grossly inappropriate procedures or cruel or grossly inappropriate devices to modify behavior; or commits, permits, or encourages the commission of any sexual offense by, with, or upon the juvenile in violation of the law; promotes the prostitution of the juvenile; or creates or allows to be created serious emotional damage to the juvenile; or encourages, directs or approves of delinquent acts involving moral turpitude committed by the juvenile. ¹
2	Neglect Substantiated	A situation in which a juvenile does not receive proper care, supervision, or discipline from the juvenile's parent, guardian, custodian or caretaker; or who has been abandoned; or who is not provided necessary medical care; or who is not provided necessary remedial care; or who lives in an environment injurious to the juvenile's welfare; or who has been placed for care or adoption in violation of the law. In determining whether a juvenile is a neglected juvenile, it is relevant whether that juvenile lives in a home where another juvenile has died as a result of abuse or neglect or lives in a home where another juvenile has been subjected to sexual abuse or severe physical abuse by an adult who regularly lives in the home. ²
2S	Serious Neglect	Conduct, behaviours, or inaction of the juvenile's parent, guardian, custodian, or caretaker that evidences a disregard of consequences of such magnitude that the conduct, behaviour, or inaction constitutes an unequivocal danger to the juvenile's health, welfare, or safety, but does not constitute abuse.
2N	Serious Neglect and neglect	A situation in which both Serious Neglect and neglect are found.
3	Abuse and Neglect	A situation in which both abuse and neglect are

¹ [N.C.G.S. § 7B-101 \(1\)](#)

² [N.C.G.S. § 7B-101 \(15\)](#)

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

	Substantiated	found.
3S	Abuse and Serious Neglect Substantiated	A situation in which both abuse and Serious Neglect are found.
Code	Type Found	Definition
4	Dependency Substantiated	A situation in which a juvenile is in need of assistance or placement <u>because the juvenile</u> has no parent, guardian, or custodian responsible for the juvenile's care or supervision or whose parent, guardian, or custodian, due to physical or mental incapacity and the absence of an appropriate alternative child care arrangement, is unable to provide for the juvenile's care or supervision. ³
5	Services Needed	Involuntary CPS services to ensure the safety of the child. These are situations in which the safety and risk of harm is so great that the agency cannot ensure the safety of the children without either providing necessary services, or monitoring those provided by another agency or provider.
6	Services Recommended	A situation in which a Family Assessment has been completed on CPS reports of neglect (with the exception of abandonment and the special types of reports) and dependency, and the safety of a child is not an issue and future risk of harm is not an issue, but the family has a need for other non-safety related services. These are cases that the agency could feel comfortable with the safety of the children if the family chose not to agree, continue to participate in, or otherwise fail to comply with any one or all of the recommendations made by the agency. This finding is not appropriate for cases in which the agency feels it needs to monitor compliance with the service recommendation due to safety and future risk of harm. It is also not appropriate to make this finding if the agency believes it would become re-involved with the family through CPS should information be received that the family had stopped receiving any recommended service(s).
7	Services Not Recommended	A situation in which a Family Assessment has been completed on CPS reports of neglect (with the exception of abandonment and the special types of reports) and dependency, and not only is the safety of a child not an issue and there is no concern for the future risk of harm; but also, the family has no need for other non-safety related services.
8	Services Provided, Child Protective	A situation in which a Family Assessment has been completed on CPS reports of neglect (with the

³ [N.C.G.S. § 7B-101 \(9\)](#)

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

	Services No Longer Needed	exception of abandonment and the special types of reports) and dependency, and the safety of a child and future risk of harm are no longer issues because the agency had been successful in "frontloading" necessary services during the Family Assessment. These are cases in which continued involuntary CPS supervision is no longer needed to ensure the child's safety. This finding is not appropriate for cases in which the agency feels it needs to monitor compliance with the service recommendation due to safety and future risk of harm.
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FIELD 31- FINDINGS REASON

[ENTRY REQUIRED IF APPLICABLE]

If type found code in Field 30 is "Unsubstantiated" (0), "Services Recommended" (6), or "Services Not Recommended" (7), enter in a two-digit reason code for finding.

If type found code in Field 30 is "Abuse" (1), "Neglect" (2), "Abuse and neglect" (3), "Abuse and Serious Neglect" (3S), "Serious Neglect" (2S), or "Neglect and Serious Neglect" (2N) and the code in Field 23, Perpetrator Relationship is "Unknown Perpetrator" (00), then code "05" must be entered in this field.

For the Safe Surrender child, this field should be left blank.

Code	Value	Definition
01	Allegations could not be proven	At the time of case decision, no evidence could be found to prove allegations occurred.
02	Isolated Incident	Accidental incident that did not pose a serious physical injury, risk of serious physical injury, or risk of severe emotional damage.
03	Lack of Severity	Incident is not of a serious nature to be defined as abuse or neglect.
04	No Lack of Safety/No protection issue	At the time of case decision, incident did not pose any immediate or future safety protection issues.
05	Cannot Identify Perpetrator	At the time of case decision, protection of child from the perpetrator was not an issue.
06	Perpetrator is not a caretaker	Perpetrator is not a parent, guardian, or custodian or caretaker.

FIELD 32 - MALTREATMENT TYPE FOUND

[ENTRY REQUIRED FOR SUBSTANTIATED CASES OF ABUSE, NEGLECT, OR ABUSE AND NEGLECT ONLY]

At the conclusion of the CPS Assessment, if the case is "Substantiated", select the appropriate maltreatment type found.

CHANGE# 03-2012

CENTRAL REGISTRY

MAY 2012

Note: Do not complete this field if a Family Assessment finding (Codes 5, 6, 7, or 8) is recorded in Field 30 (Type Found). Do not complete if Dependency (Code 4) is recorded in Field 30 (Type Found).

This field allows more than one type of maltreatment to be selected. Each maltreatment type must be assigned a priority code. The priority code is based on what level of priority is given to the maltreatment type with "01" being the highest priority. The priority code must be at least two-digits.

The maltreatment type is based on the case finding (Type Found) in Field 30. If the case finding code is "1" then prioritize as many Abuse maltreatment types as applicable, up to four. If the case finding code is "2" then prioritize as many Neglect maltreatment types as applicable, up to ten. If the case finding code is "3", then prioritize as many Abuse and Neglect maltreatment types as apply, up to fourteen.

If "Abandonment" is prioritized as a Neglect maltreatment code, check the "Safe Surrender" box if the child was abandoned under the Safe Surrender law (the child's date of birth must be within 7 days of report date).

For all Neglect maltreatment types that are prioritized, the "Serious" box may be selected.

Abuse Related Maltreatment Type	Definition
Abuse - Physical	Non-accidental, serious, physical injury or risk of serious physical injury caused or allowed to be caused by the parent, guardian, custodian, or caretaker. The parent, guardian, custodian, or caretaker used or allowed the use of cruel or grossly inappropriate procedures or cruel or grossly inappropriate devices to modify behavior.
Abuse - Emotional	Severe emotional damage to the juvenile created or allowed to be created by the parent, guardian, custodian, or caretaker as evidenced by a juvenile's severe anxiety, depression, withdrawal or aggressive behavior toward himself or others.
Abuse - Sexual	Any sexual act with, by or upon a juvenile in violation of the law, committed or allowed to be committed by the parent, guardian, custodian, or caretaker. This includes prostitution with or by the child. Also included are pornographic filming and picture taking.
Delinquent Acts Involving Moral Turpitude	Delinquent acts committed by the juvenile with the encouragement, direction or approval of the parent or caretaker.

Serious Neglect, neglect Related Maltreatment Type	Definition
Improper Supervision	The parent, guardian, custodian, or caretaker did not provide proper supervision.

CHANGE# 03-2012

CENTRAL REGISTRY

MAY 2012

Improper Care	The parent, guardian, custodian, or caretaker did not provide proper care.
Neglect Related Maltreatment Type	Definition
Improper Discipline (No Physical Injuries)	The parent, guardian, custodian, or caretaker did not provide proper discipline.
Improper Discipline (Physical Injuries)	The parent, guardian, custodian, or caretaker providing improper discipline resulting in physical injuries
Injurious Environment	Lives in an environment injurious to the juvenile's welfare other than substance abuse or domestic violence.
Injurious Environment (DV)	Evidence of Domestic Violence.
Injurious Environment (SA)	Evidence of Substance Abuse.
Abandonment	Child has been abandoned by parent, guardian, custodian, or caretaker, other than under the Safe Surrender law
Safe Surrender	Child has been identified as a Safe Surrender where the age of the child is 7 days or less.
Improper Medical Care/Remedial Care	The parent, guardian, custodian, or caretaker did not provide necessary medical care or other remedial care.
Adoption Law Violation	Placed for adoption in violation of law.

FIELD 33 - PERPETRATOR NAME

**[ENTRY REQUIRED FOR CASES SUBSTANTIATED
FOR ABUSE AND/OR NEGLECT ONLY]**

No perpetrator information is entered when the type found in Field 30 is Dependency (4), or for any of the Family Assessment Findings (5, 6, 7, or 8).

There are sections on the [DSS-5104](#) for up to two perpetrators. At data entry, there are sections in the system for up to ten perpetrators. Therefore, if there are more than two perpetrators in a report, complete the [DSS-5104p](#).

If any perpetrator is an employee of a child care arrangement or an employee of a group home or institution, enter the required information for the specific perpetrator and write the name of that child care arrangement, group home, or institution in Field 41, labelled "CHILD CARE/GROUP HOME/INSTITUTION" of the [DSS-5104](#).

If the case decision is that the owner/operator or administrator of a child care arrangement or of a group home or institution was responsible for the abuse or neglect of a child, that individual's name should be listed as a perpetrator. If the case decision concludes that there is no specific employee of a child care arrangement or of a group home or institution who can be identified as a perpetrator in the incident being substantiated, enter unknown as the perpetrator and enter the name of that child care arrangement, group home, or institution in the field labelled "CHILD CARE/GROUP

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

HOME/INSTITUTION" of the paper [DSS-5104](#) form. If the situation involves a child care home, the child care provider's name may be used in this field.

If a Family Assessment was conducted or if the case was Substantiated for Dependency, there is no perpetrator, and therefore, nothing is entered in Fields 33 - 38.

To enter perpetrator information in the state system, press F9. To enter additional perpetrator information, press F8 to scroll to the next perpetrator screen.

Enter the name of each parent or other caretaker identified as a perpetrator. The individual perpetrator's name is entered with the last name, first name, and the middle initial in the middle initial block.

FIELD 34 - DATE OF BIRTH

[ENTRY REQUIRED FOR CASES SUBSTANTIATED FOR ABUSE, SERIOUS NEGLECT AND/OR NEGLECT ONLY]

Enter the month, day and year [use a leading zero (0) for any month or day less than ten (40)] for each perpetrator's date of birth in the format MMDDYYYY. If the exact date of birth is unknown or cannot be obtained, leave this field blank and go to Field 35. The Central Registry system will list an estimated date of birth based on the age listed in Field 35 and the date of the report. The fact that the date of birth is estimated will be marked in the Central Registry system.

FIELD 35 – AGE

[ENTRY REQUIRED FOR CASES SUBSTANTIATED FOR ABUSE, SERIOUS NEGLECT AND/OR NEGLECT ONLY]

If the perpetrator's date of birth is unknown and cannot be obtained, enter the two-digit code that indicates the perpetrator's age in years. If the exact age is unknown, approximate the age. DO NOT CODE A "99" FOR UNKNOWN. Do not complete this Field when the date of birth was entered in Field 34. The Central Registry system will compute the age automatically.

FIELD 36 - RACE/ETHNICITY

[ENTRY REQUIRED FOR CASES SUBSTANTIATED FOR ABUSE, SERIOUS NEGLECT AND/OR NEGLECT ONLY]

Enter the appropriate two-digit code to indicate the primary racial group of which the perpetrator is a member.

Code	Value
01	White Native (Non Hispanic or Latino)
02	White (Hispanic or Latino)
03	Black (Non Hispanic or Latino)
04	Black (Hispanic or Latino)
05	American Indian or Alaskan Native (Non Hispanic or Latino)

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

06	American Indian or Alaskan Native (Hispanic or Latino)
07	Asian (Non Hispanic or Latino)
08	Asian (Hispanic or Latino)
09	Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
10	Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
11	Unable to Determine (Non Hispanic or Latino)
12	Unable to Determine (Hispanic or Latino)
13	White/Black (Non Hispanic or Latino)
14	White/Black (Hispanic or Latino)
15	White/American Indian or Alaskan Native (Non Hispanic or Latino)
16	White/American Indian or Alaskan Native (Hispanic or Latino)
17	White/Asian (Non Hispanic or Latino)
18	White/Asian (Hispanic or Latino)
19	White/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
20	White/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
21	Black/American Indian or Alaskan Native (Non Hispanic or Latino)
22	Black/American Indian or Alaskan Native (Hispanic or Latino)
23	Black/Asian (Non Hispanic or Latino)
24	Black/Asian (Hispanic or Latino)
25	Black Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
26	Black/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
27	American Indian or Alaskan Native/Asian (Non Hispanic or Latino)
28	American Indian or Alaskan Native/Asian (Hispanic or Latino)
29	American Indian or Alaskan Native/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
30	American Indian or Alaskan Native/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
31	Asian/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
32	Asian/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
33	White/Black/American Indian or Alaskan Native (Non Hispanic or Latino)
34	White/Black/American Indian or Alaskan Native (Hispanic or Latino)

Code	Value
35	White/Black/Asian (Non Hispanic or Latino)
36	White/Black/Asian (Hispanic or Latino)
37	White/Black/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
38	White/Black/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
39	White/American Indian or Alaskan Native/Asian (Non Hispanic or Latino)
40	White/American Indian or Alaskan Native/Asian (Hispanic or Latino)
41	White/American Indian or Alaskan Native/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
42	White/American Indian or Alaskan Native/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
43	White/Asian/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

	Latino)
44	White/Asian/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
45	Black/American Indian or Alaskan Native/Asian (Non Hispanic or Latino)
46	Black/American Indian or Alaskan Native/Asian (Hispanic or Latino)
47	Black/American Indian or Alaskan Native/Native Hawaiian (Non Hispanic or Latino)
48	Black/American Indian or Alaskan Native/Native Hawaiian (Hispanic or Latino)
49	Black/Asian/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
50	Black/Asian/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
51	American Indian/Asian/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
52	American Indian/Asian/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
53	White/Black/American Indian/Asian (Non Hispanic or Latino)
54	White/Black/American Indian/Asian (Hispanic or Latino)
55	White/Black/American Indian/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
56	White/Black/American Indian/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
57	White/Black/Asian/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
58	White/Black/Asian/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
59	White/American Indian/Asian/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
60	White/American Indian/Asian/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
61	Black/American Indian/Asian/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
62	Black/American Indian/Asian/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
63	White/Black/American Indian/Asian/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
64	White/Black/American Indian/Asian/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)

FIELD 37 – SEX

**[ENTRY REQUIRED ON CASES SUBSTANTIATED
FOR ABUSE, SERIOUS NEGLECT AND/OR NEGLECT ONLY]**

Enter the appropriate one-digit code to indicate the sex of the perpetrator (See field codes for codes and definitions)

Code	Value
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CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

1	Male
2	Female

FIELD 38 - SOCIAL SECURITY NUMBER

**[ENTRY REQUIRED ON CASES SUBSTANTIATED
FOR ABUSE AND/OR NEGLECT ONLY]**

Enter the social security number for the perpetrator. If the social security number is unknown and cannot be obtained, enter all "0's" in this field.

FIELD 39 - RESPONSIBLE INDIVIDUALS LIST INDICATOR

**[ENTRY REQUIRED ON CASES SUBSTANTIATED
FOR ABUSE AND/OR NEGLECT ONLY]**

The code in this field is automatically "00" until a DSS-5104a is completed. The RIL indicator will automatically be updated based on the information listed on the RIL.

Code	Value	RIL Placement?
0J	Dismissed / No Adjudication	No
1J	Abuse / RIL Placement	Yes
2J	Serious Neglect / RIL Placement	Yes
3J	Abuse and Serious Neglect / RIL Placement	Yes
4J	Abuse and Neglect/ RIL Placement	Yes
5J	Serious Neglect and Neglect/ RIL Placement	Yes
9J	Adjudication / No RIL Placement	No

Code 9J refers to the Judicial Review court's adjudication of abuse, serious neglect, abuse and neglect, abuse and serious neglect, serious neglect and neglect, neglect, and/or dependency *without* the placement of the individual on the RIL.

Code	Value	RIL Placement?
0A	Dismissed / No Adjudication	No
1A	Abuse / RIL Placement	Yes
2A	Serious Neglect / RIL Placement	Yes
3A	Abuse and Serious Neglect / RIL Placement	Yes
4A	Abuse and Neglect/RIL Placement	Yes
5A	Serious Neglect and Neglect/ RIL Placement	Yes
9A	Adjudication / No RIL Placement	No

Code 9A refers to the Judicial Petition adjudication of abuse, serious neglect, abuse and neglect, abuse and serious neglect, serious neglect and neglect, neglect, and/or dependency *without* the placement of the individual on the RIL.

Code	Value	RIL Placement?
1D	Abuse / RIL Placement	Yes
2D	Serious Neglect / RIL Placement	Yes

CHANGE# **03-2012**

CENTRAL REGISTRY

MAY 2012

3D	Abuse and Serious Neglect / RIL Placement	Yes
4D	Abuse and/or Neglect and Other Finding / RIL Placement	Yes
5D	Serious Neglect and Neglect/ RIL Placement	Yes

These codes reflect the original case decision is the mechanism that placed the name on the RIL.

Although uncommon, cases have occurred where the individual is criminally convicted prior to the DSS case decision being made. The following codes will automatically populate to this field only if the individuals is not currently on the RIL and if other data keyed on the same DSS-5104 does not place the name on the RIL.

Code	Value	RIL Placement?
<u>1C</u>	<u>Abuse</u>	<u>Yes</u>
<u>2C</u>	<u>Serious Neglect</u>	<u>Yes</u>
<u>3C</u>	<u>Abuse and Serious Neglect</u>	<u>Yes</u>
<u>4C</u>	<u>Abuse and/or Neglect</u>	<u>Yes</u>
<u>5C</u>	<u>Serious Neglect and Neglect</u>	<u>Yes</u>

FIELD 40 - MILITARY AFFILIATION

[ENTRY REQUIRED IF APPLICABLE]

Please indicate if the perpetrator is a member of the military, enter the two-digit code that corresponds to the branch of service in which that individual is affiliated.

Code	Definition
00	Not Applicable
01	Army
02	Navy
03	Air Force
04	Marines
05	Coast Guard
06	Reserves- Active Duty
07	National Guard – Active Duty
08	Reserves – Inactive
09	National Guard – Inactive
10	Unknown

FIELD 41 - CHILD CARE/GROUP HOME/INSTITUTION NAME

[ENTRY REQUIRED SUBSTANTIATED CASES
INVOLVING CHILD CARE, GROUP HOME
AND INSTITUTION SETTINGS]

CHANGE# 03-2012

CENTRAL REGISTRY

MAY 2012

If the perpetrator relationship code in Field 23 is coded as "17", "27", "18", or "28", enter the child care arrangement, group home or institution name involved. If the situation involves a child care home, the child care provider's name may be used.