



North Carolina  
Department of Health and Human Services  
**Division of Medical Assistance**  
**NC Health Choice for Children**

801 Ruggles Drive – 2501 Mail Service Center - Raleigh, N.C. 27699-2501  
Courier Number 56-20-06

Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

Mark T. Benton, Interim Director

April 22, 2005

Dear County Director of Social Services:

The NC General Assembly has requested information regarding how many children of state employees and teachers are enrolled in NC Health Choice for Children; how many parents of NCHC children work for discount stores, such as WalMart and Kmart or how many children have parents employed by day care centers, nursing homes, etc.

We need your help to respond to these requests because this information is not collected at the state level, but rather is housed in files kept in counties.

At this [link](#), you will find a chart that you may duplicate to collect this data. Please submit it via email either: [june.milby@ncmail.net](mailto:june.milby@ncmail.net) or [brad.pettyjohn@ncmail.net](mailto:brad.pettyjohn@ncmail.net). If possible, we would like to get the information from you by May 20. If you do not feel this is possible please let us know when you think it would be possible.

You may submit this either in Microsoft Excel format or in Microsoft Word. A sheet with directions is also available. I want to emphasize that we are not looking for street addresses of employers, but categories of employers: Public Schools rather than Broughton High School, for example; fast food restaurant, rather than McDonalds on Industrial Drive. If your income maintenance caseworkers are in doubt about how to fill out the form, they may call June Milby at 919 855-4000.

I appreciate any assistance with this request you can provide.

Sincerely,

Mark T. Benton  
Interim Director

## *Directions for Spring 2005 Survey Regarding Employers of Parents Whose Children Receive NC Health Choice for Children*

1. Please ask each IMC to fill out this sheet for his/her caseload.
2. Please ask **each worker to identify himself/herself** in the block provided either by last name or a worker number.
3. Please remember to put the **county name** on **each sheet** that you will submit.
4. Please put **both** the **page number** and the **total number of pages** that the county will submit on each page. As well as the **total number of individual IMCs** from whom we can expect to receive forms. This will help us know when your county's information is complete. If you choose, the forms can be collected for your county and sent in at one time, or sent in by individual workers. We do ask that you provide us with enough information so that we can tell when your county has completed its information.
5. Please give a total number for each blank. If there are no parents of NCHC children in your county who work for a discount store such as Walmart or Kmart, please enter "0." If the worker wants to simply make slash marks, that will be acceptable.
6. If a parent has more than one job, count that job (and child) in each applicable category.
7. If you do not know how to categorize an employer count the employer under "other."
8. The word "parent" is being used, but we are interested in all places family income earners work.
9. "State Employee" includes community college or state university employees; "City or County Employees" includes public school employees; "health care worker" includes hospital, nursing home, adult care homes, etc.
10. When the IMC has completed the survey for their caseload, it can be emailed to either [june.milby@ncmail.net](mailto:june.milby@ncmail.net) or [brad.pettyjohn@ncmail.net](mailto:brad.pettyjohn@ncmail.net).
11. If you would feel more comfortable faxing the information, please fax it to June Milby at 919 715 0801.
12. For your convenience, the survey can be completed in either XCEL or WORD format.
13. The following has been suggested to make the process easier:
  - Each worker use his EIS caseload list that shows all of his NCHC cases
  - Put a number beside each type of employee
  - Beside each case list the number of HH earners, how many children are in the caseload and the type of employer
  - County the number of HH earners and the number of kids.
14. The following has been submitted to make this easier still:

I have published a data warehouse query under corporate documents titled: NCHC Open Cases By Dist. Any county can use this query to identify their cases that need to be surveyed, the most recent report month is 3/05. The query has built in prompts that will allow counties to enter their own specific county number. To get to those prompts.....

1. Click on corporate document: NCHC Open Cases By Dist

2. Results for Onslow will display --- click on "Edit" -- top right of screen
3. Choose "Conditions" tab at bottom of screen
4. Choose "Run Query" at bottom right of screen
5. Prompts start.--enter county # and report month 200503
6. Run Query
7. Results Returned will be displayed.

I downloaded results to Excel as they are easier to work with but this is only optional.

Vivian Brown  
Onslow County DSS

If you have any other questions, please call June Milby at 919-855-4000.

**Spring, 2005 Survey Regarding Employers of Parents Whose Children Receive  
NC Health Choice for Children**

**Page #                      of                      Total Pages                      Total IMCs for county**

<b>County Name:</b>	<b>IMC:</b>
<i>Types of Employers</i>	<i>Number of Children in Your NCHC Caseload whose parents work in this category</i>
State Employee	
City or County Employee	
Federal Employee	
Restaurant Employee	
Hotel/Motel Employee	
Day-Care Owner/Employee	
Factory Worker	
Construction Worker	
Farm Worker/Farmer	
Self-Employed	
Military including National Guard	
Discount Store Employee (Walmart, Kmart, Target etc.)	
Health Care Worker	
Other	
Total Number of Household Earners Represented # _____	Total Number of Children In NCHC Caseload # _____