

Missouri Department of Social Services
Children's Division
Alert Notification Report (CD-158)

PURPOSE:

To provide a method to collect accurate, consistent information quickly, to notify CD administration of events that are serious but do not meet criteria for a Critical Event Report (CS-23), and for cases that have generated or are likely to generate media attention or to report any sexual maltreatment, exploitation or assault of a child in foster care.

NUMBER OF COPIES AND DISTRIBUTION:

One copy is completed and retained with the CA/N report, Non-CA/N fatality referral (F-referral), or open case record (for non-CA/N related critical events only) if applicable

The CD-158 is to be sent to the CD Director/Designee via email sent to: CD.CriticalEventReport (and copied to Circuit Manager, and Regional Administrator)

A copy of the Alert Notification Report should also be sent to designated Probation and Parole staff if the report involves a common client when such notification is reasonably necessary to ensure the safety of a child or assist in the investigation of an allegation of abuse or neglect involving the common client as the alleged perpetrator.

INSTRUCTIONS FOR COMPLETION:

A CD-158 is to be completed in any instance where:

- Event is serious but does not meet criteria for a CS-23
- Event has generated or is likely to generate media attention
- When a foster child has been subjected to sexual maltreatment, exploitation or assault

Using guidelines listed above, a CD-158 must be completed by the Supervisor who received notice of the information needing to be shared with Central Office and Regional Administration (via e-mail sent to: CD.CriticalEventReport; cc: Circuit Mgr and Regional Director) within: 3 hours (or by 9:00 a.m. the following business day for reports alerted after hours).

Check the appropriate box to indicate that the event is serious but does not meet criteria for a CS-23, the event has generated or is likely to generate media attention, or when reporting sexual maltreatment/exploitation/assault to a child in foster care.

Enter date to indicate when CD-158 will be e-mailed to CD.CriticalEventReport (or faxed, if e-mail is unavailable)

Enter County from which information is being reported

I. CHILD PERSONAL DATA (if applicable)

Enter the Child's name, Date of Birth, Race, Sex, DCN (if assigned), and check box to indicate if child is in CD custody or not.

Enter involved child's address

Check the appropriate box to indicate the reason for submitting the CD-158

II. PARENT/GUARDIAN/OTHER PERSONAL DATA

Enter the name, relationship, phone number, DCN (if assigned), address of parent(s)/guardian(s), as applicable.

Enter the Name, Date of Birth, Race, and DCN of other children in the home, and check the appropriate box to indicate if the child is protected or not (if applicable)

III. PERPETRATOR PERSONAL DATA (if applicable)

Enter the Perpetrator name, relationship to child, phone number, DCN (if assigned), and address.

IV. INCIDENT INFORMATION

Enter the Incident number and date of the CA/N report or Non-CA/N referral, if applicable.

Enter the Date of the first personal contact with the child/family by the Children's Service Worker related to the fatality/critical event incident. Check the appropriate box to indicate the following:

- Law Enforcement Involvement
- Juvenile Court Involvement
- Actual Media Coverage
- Anticipation of Media Coverage

Summarize the incident. Include any criminal history and other evidence regarding the incident.

V. BACKGROUND INFORMATION

Check boxes to indicate whether any current or past history with the family exists regarding:

- Alternative Care
- Family Centered Services
- Adoption
- CA/N reports (including referrals, and newborn assessments)

SIGNATURES

The form is to be signed and dated by the Children's Service Supervisor completing the notification report. Identify the county office where the Supervisor may be reached for follow up information.

E-mail the completed CD-158 to this email address: CD.CriticalEventReport. If you are unable to access e-mail, fax the completed CD-158 immediately to 573-526-3971.

Memorandum History:
CD05-50, CD09-69, **CD10-XX**