

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI, 65103

July 13, 2004

MEMORANDUM

What's Inside

- "M" referral expungement
- Policy revision – Section 5, Chapter 4.1.3

TO: REGION DIRECTOR'S, CIRCUIT MANAGERS AND CHILDREN'S  
DIVISION STAFF

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: EXPUNGEMENT OF MANDATED REPORTER ("M") REFERRALS  
SECTION 5.4.1.3: Mandated Reporter Referrals

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

The purpose of this memorandum is to inform staff of changes to expungement time frames for Mandated Reporter ("M") referrals. Current policy states Mandated Reporter referrals are to be destroyed at one year unless a Family Assessment/Services record (FCS) was opened already at the time of the referral or is open subsequent to the referral. Effective immediately, Mandated Reporter referrals are to be destroyed at five (5) years. The five year time frame for Mandated Reporter referrals coincides with current expungement periods for Newborn Crisis Assessment ("A") referrals and Preventive Services ("P") referrals.

Circuit Managers and Children's Division Supervisors are responsible for ensuring paper files are destroyed in a timely manner. Information entered into the automated system (AREF) will automatically be expunged at the five year date.

NECESSARY ACTION:

1. Review this memorandum and SECTION 5.4.1.3: MANDATED REPORTER REFERRALS with all Children's Division staff.
2. All comments and questions regarding this memorandum should be cleared through normal supervisory channels.

FMS:CG:cb