

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

December 22, 2005

MEMORANDUM

**WHAT'S INSIDE:**

- **Research Protections and Data Request**

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS AND CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, INTERIM DIRECTOR

SUBJECT: RESEARCH PROTECTIONS AND DATA REQUEST

DISCUSSION:

The purpose of this memorandum is to introduce the Research Protections and Data Request policy to the Child Welfare Manual, which has been placed in Section 8, Chapter 3. This chapter outlines the policies and procedures for research proposals and data requests from the Division and is in accordance to COA standard G1.7.

NECESSARY ACTIONS:

1. Please review this memorandum with all Children's Division Staff.
2. All staff should read [Section 8, Chapter 3](#) in the Child Welfare Manual.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT:  
Alicia Jenkins, PDS  
573-751-0311  
[Alicia.Jenkins@dss.mo.gov](mailto:Alicia.Jenkins@dss.mo.gov)

PROGRAM MANAGER:  
Kathryn Sapp  
573-522-5062  
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*CHILD WELFARE MANUAL REVISIONS:*  
[Section 8, Chapter 3](#)      Research Protections and Data Requests

RELATED STATUTE:  
N/A

ADMINISTRATIVE RULES:  
N/A

COUNCIL ON ACCREDITATION (COA) STANDARDS:  
G1.7

PROGRAM IMPROVEMENT PLAN (PIP):  
N/A

SACWIS REQUIREMENTS:  
N/A

RELATED LINKS:  
N/A

PN/AJ