

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 21, 2007

What's Inside:Appeal screen
completion on
administrative
reviewsMEMORANDUM

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: FACES APPEAL SCREEN DATA ENTRY

DISCUSSION:

The purpose of this memorandum is to remind staff to update the FACES Appeal Screen if an alleged perpetrator requests an administrative review.

The FACES Appeal Screen *must* be updated by staff upon receipt of a request for an administrative review. The Appeal Screen should be updated within five (5) working days of receiving the request. Failure to update this screen promptly will result in the system automatically updating to "Final Determination", at sixty (60) days from the initial conclusion at which time the results will be added to the Child Abuse/Neglect Central Registry.

Administrative reviews conducted by local staff when requested by alleged perpetrators must be completed within ten working days from when the Circuit Manager or OHI Unit Supervisor receives the request. Please review memo [CD07-25](#) and [CD06-67](#) for further clarification.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT: Venice Wood (573)522-5060 mailto:Venice.P.Wood@dss.mo.gov	PROGRAM MANAGER: Melody Yancey (573)526-8040 mailto:Melody.Yancey@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS: Section 2 Chapter 4.5 Alleged Perpetrator Appeal Process	
FORMS AND INSTRUCTIONS: N/A	
REFERENCE DOCUMENTS and RESOURCES: N/A	
RELATED STATUTE: 210.152 and 210.153 RSMO	
ADMINISTRATIVE RULE: 13 CSR 40-31.021	
COUNCIL ON ACCREDITATION (COA) STANDARDS: N/A	
PROGRAM IMPROVEMENT PLAN (PIP): N/A	
SACWIS REQUIREMENTS: N/A	