

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

August 25, 2008

What's Inside:
Update to the
CS-120 Form and
Instructions

MEMORANDUM

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: UPDATE TO THE CS-120, OUT OF TOWN INQUIRY (OTI) STUDY REQUEST/IN-STATE FORM AND INSTRUCTIONS

DISCUSSION:

The purpose of this memorandum is to inform staff that the OTI Study Request/In-State Form, CS-120, has been updated as a result of the CQI process. These changes were made to provide staff with an avenue to request and receive additional services.

An "Other" designation has been added to Section III – Services Requested. The CS-120 instructions have also been updated to specify the use of the "Other" category to request a service not previously listed, such as a walkthrough of the residence or personal background information.

The "Child Abuse/Neglect Background Information" and "Criminal History" designations have been added to Section IV – Attachments. The CS-120 instructions have also been updated to specify the necessary inclusion of "Child Abuse/Neglect Background Information" and the preferred inclusion of "Criminal History" to be completed by the sending county during the completion of the OTI Study Request/In-State.

Staff should begin using the updated version of the CS-120 as of the date of this memorandum.

NECESSARY ACTIONS:

1. Please review this memorandum with all Children's Division Staff.
2. All questions should be cleared through normal supervisory channels and directed to:

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FORMS AND INSTRUCTIONS:

CS-120 OTI STUDY REQUEST/IN-STATE