

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

May 25, 2011

MEMORANDUM

What's Inside:
Documentation
examples

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: MANUAL UPDATE REGARDING DOCUMENTATION

DISCUSSION:

The purpose of this memorandum is to notify staff of an update to the documentation chapter of the Child Welfare Manual. This chapter of the manual discusses the required elements to be included when documenting information in the case record and sets out examples of what information should be included in a case contact, opening summary, and monthly summary. These examples have been updated as a result of a request to provide better examples to staff of what information should be included in case narrative.

For more information regarding recording guidelines, see [Section 5 Chapter 1.4](#) of the Child Welfare Manual.

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:

Christy Collins
(573) 751-9603
Christy.Collins@dss.mo.gov

PROGRAM MANAGER:

Dena Driver
(573) 751-3171
Dena.Driver@dss.mo.gov

CHILD WELFARE MANUAL REVISIONS:

Section 5 Chapter 1.4 [Recording Guidelines - Family Assessments \(Ongoing Work with Families\)](#)

FORMS AND INSTRUCTIONS

N/A

REFERENCE DOCUMENTS AND RESOURCES N/A
RELATED STATUTE N/A
ADMINISTRATIVE RULE N/A
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A
PROTECTIVE FACTORS Parental Resilience-N/A Social Connections-N/A Knowledge of Parenting and Child Development-N/A Concrete Support in Times of Need-N/A Social and Emotional Competence of Children-N/A
FACES REQUIREMENTS N/A