

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

September 23, 2011

What's Inside:
Changes to DHSS
MOHSAIC Intranet
Access

MEMORANDUM

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

FROM: CANDACE A. SHIVELY, DIRECTOR
CHILDREN'S DIVISION
ALYSON CAMPBELL, DIRECTOR
FAMILY SUPPORT DIVISION

SUBJECT: CHANGES TO THE DEPARTMENT OF HEALTH AND SENIOR
SERVICES MOHSAIC ACCESS FOR FSD AND CD STAFF

REFERENCE: CHILDREN'S DIVISION
FAMILY SUPPORT DIVISION

The purpose of this memorandum is to inform staff the Department of Health and Senior Services, Section for Child Care Regulation has implemented changes to its MOHSAIC system. These changes have resulted in the replacement of the old link, which requires a new security request for FSD and CD staff. While efforts were made to have the security of current staff rolled over with the new link without having to complete new ASAPs, this was not doable. Staff **must** complete an online ASAP request in order to access the new link.

The new link has been placed on the FSD Child Care Intranet page in the Information Section titled "DHSS/SCCR (MOSHAIC)". Directly underneath is a PDF document titled "ASAP User Manual for Child Care Web Search –Private Providers". Staff is to follow the instructions in this document to submit their ASAP request for MOHSAIC access.

Important points

- Staff will have to complete the online ASAP to access MOSHAIC. This is an online process, which takes a few minutes and does not require supervisory signature, as DHSS validates and approves security.
- DHSS will assign staff a new User ID. Your DSS User ID will not work with this system.
- Staff must contact the DHSS Help Desk for assistance with the MOHSAIC system. Staff **should not** contact any DSS Help desk for assistance with MOSHAIC. The DHSS Help Desk information is provided below for your use.

DHSS Help Desk Hours
Monday through Friday 7:30 a.m. to 5:30 pm.
Phone: (573) 751-6388 or 800-347-0887

NECESSARY ACTION:	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division and Family Support Division staff. 2. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT: Lisa Schroeder 573-751-4031 Lisa.M.Schroeder@dss.mo.gov	PROGRAM MANAGER: Alicia Jenkins 573-751-6793 Alicia.Jenkins@dss.mo.gov
CHILD CARE MANUAL REVISIONS	
N/A	
FORMS AND INSTRUCTIONS	
N/A	
REFERENCE DOCUMENTS and RESOURCES	
ASAP User Manual for Child Care Web Search –Private Providers	
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	