

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

JUNE 19, 2012

MEMORANDUM

**What's Inside:**

Changes to Court Information

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: COURT INFORMATION SCREEN REVISION

DISCUSSION:

The purpose of this memorandum is to inform staff about enhancements to the court information screen in FACES. These enhancements are the result of a system change requested, processed, and prioritized by the [Change Control Board](#). These changes will reduce duplication, improve data accuracy, and allow staff to:

- "Inactivate" a court hearing entered in error; and
- Apply a court hearing to multiple children with the same case number, if the child is Legal Status 1.

Only an Eligibility Specialist will have the ability to inactivate an order for temporary protective custody or protective custody hearing. In addition, a hearing cannot be inactivated if:

- Inactivation results in a change of legal status;
- The hearing is the only active hearing associated to the child;
- The inactivation date is greater than one year after the Hearing Date; or
- The function is closed.

For each inactivation, staff will need to enter a reason for inactivation. Each time an inactivation is completed, an alert will be sent to the Eligibility Specialist to notify them of the change. With the new functionality, workers will be able to display all active and inactive court hearings.

The initial court hearing for each child must be entered individually however staff will have the ability to apply multiple children to subsequent court hearings.

These changes will be effective on tomorrow's date.

<b>NECESSARY ACTION:</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children’s Division staff.</li> <li>2. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT:</b> Christy Collins (573) 751-9603 <a href="mailto:Christy.Collins@dss.mo.gov">Christy.Collins@dss.mo.gov</a>	<b>PROGRAM MANAGER:</b> Dena Driver (573) 751-3171 <a href="mailto:Dena.Driver@dss.mo.gov">Dena.Driver@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS:</b> N/A	
<b>FORMS AND INSTRUCTIONS</b> N/A	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> N/A	
<b>RELATED STATUTE</b> N/A	
<b>ADMINISTRATIVE RULE</b> N/A	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> N/A	
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> N/A	
<b>PROTECTIVE FACTORS</b> 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	
<b>FACES REQUIREMENTS</b> As noted in the memorandum.	