

**DEPARTMENT OF SOCIAL SERVICES**

**CHILDREN'S DIVISION**

**P.O. BOX 88**

**JEFFERSON CITY, MISSOURI**

**January 21, 2015**

**MEMORANDUM**

**MEMORANDUM FOR REGIONAL DIRECTORS, CIRCUIT MANAGERS, FIELD SUPPORT MANAGERS, AND PROGRAM MANAGERS**

**FROM: JULIE LESTER, DEPUTY DIRECTOR**

**SUBJECT: CHILD ABUSE AND NEGLECT REVIEW BOARD (CANRB) PROCEDURAL UPDATES**

**DISCUSSION:**

The purpose of this memorandum is to inform Children's Division staff responsible for administrative reviews of recent procedural updates.

The first update is the implementation of an electronic option for submitting CANRB requests and documents. This suggestion was made through CQI. A Share Drive (CD-CANRBREQUESTS) has been created to provide the option of uploading CANRB requests/investigative records, with the exception of color photographs and audio disks that should continue to be mailed to P.O. Box 88, Jefferson City, MO 65103. After a request has been uploaded, please send a notification email to [DSS.CD.CANRB@dss.mo.gov](mailto:DSS.CD.CANRB@dss.mo.gov) with the Call Number in the Subject line.

When submitting CANRB requests, you will note that the Administrative Review Checklist, which is required with each new request, has been revised. Please begin utilizing the revised version, located on the CD\_AllForms Share Drive.

Finally, designated CD staff will no longer be receiving a separate MEMORANDUM scheduling the CANRB review. Instead, these designated CD staff will receive a copy of the scheduling letter sent to the alleged perpetrator noting the CANRB review date, time, and location.

*The CD-CANRBREQUESTS drive may populate automatically on some computers and may have to be mapped to others. Please call the Help Desk at (800) 392-8725 (Option 1) if you need assistance mapping the drive to your computer.*

*For questions about these updates, contact CANRB staff by phone at (573) 526-3174.*