

Children's Division Search Information

CD Searches – where you can find them and where they will search

<http://www.dss.mo.gov/dsssearch.htm> 1st box searches all of DSS or state wide, 2nd box select to search by DSS Department

<http://www.dss.mo.gov/cd/index.htm> - This search will search all of Children's Division

<http://www.dss.mo.gov/cd/info/memos/index.htm> - This search will search all CD Memo's located on the internet, only memos.

<http://www.dss.mo.gov/cd/info/cwmanual/index.htm> - This search and the search located on each page of the Child Welfare Manual will search for only content in the manual.

<http://www.dss.mo.gov/cd/info/forms/index.htm> - This search will search only for content in the CD E-Forms.

<http://dssweb/cs/index.htm> - The search on this page will search for content that is only on the CD Intranet. It uses a completely different tool and works a little differently.

Giving your content better search results

The search engine uses different things and weights different things in order to give its search results. Just knowing these different things might help the writer insure their content is found when searched for.

- Titles - Make sure your title or in the case of Memo's the subjects are short and descriptive. I think this is already done well by CD staff.
- Sub-Titles - This would be like **Birth parent(s) have the right:** is a sub-title under **Rights of Birth Parents**. These sub-titles are marked with tags that also give them a higher importance. This is somewhat used for those people that use assistive technology's. If a screen reader is being used, the person can set it to read the sub-titles to them first, so they can find the content they want faster. I think this is already done well by CD staff.
- Meta Tags - key words, description this is an area that CD can improve on, by passing these two characteristics to me as memo's and manual updates or whatever content is posted. Example of how Meta data is added to the html files:

```
<Meta name="keywords" content="foster care, placement, activities" />  
<Meta name="description" content="Out-of-Home Placement Support Activities" />
```

- How many times a word is found in the content. - This is just a given, but is used by the Google search tool.

Advanced Web Search – gives you more options for searching more specifically

Search Help – gives you specific detailed instruction on how to refine or expand your search