

Missouri Department of Social Services  
Children's Division

**Critical Event Report (CS-23) Instructions**

**PURPOSE:**

The purpose of the CS-23 is to provide a method for collecting accurate, consistent information quickly and to notify CD Administration of critical events in cases:

- Involving child fatalities, near fatalities, suicides or serious physical injury;
- That have generated or are likely to generate media attention;
- Involving sexual maltreatment, exploitation or assault of a foster child; and/or
- Involving allegations of human trafficking.

**NUMBER OF COPIES AND DISTRIBUTION:**

One copy is completed and retained in the administrative section of the CA/N report, Non-CA/N fatality referral (F-referral), or open case record.

The CS-23 is to be sent via email to: [DSS.CD.CriticalEventReport@dss.mo.gov](mailto:DSS.CD.CriticalEventReport@dss.mo.gov), and copied to Circuit Manager and Regional Administrator within specified timeframes.

A copy of the Critical Event Report (CS-23) should be sent to designated Probation and Parole staff if the report involves a common client when such notification is reasonably necessary to ensure the safety of a child or assist in the investigation of an allegation of abuse or neglect involving the common client as the alleged perpetrator. A referral shall also be made to the Juvenile Court if determined appropriate by the Circuit Manager.

**INSTRUCTIONS FOR COMPLETION:**

When Children's Service Supervisor becomes aware of a critical event, a CS-23 is immediately completed.

**Initial or Update** – A CS-23 may be used as an initial alert notification (initial) or may be used to update Central Office as new information comes in (Update). Check the appropriate box.

**Child's Name, County, Circuit and Date of the Critical Event** – enter the name of the child who is the subject of the notification; the county and circuit where the child resides; and the date the critical event occurred.

Definitions as used in the Critical Event process:

- **Fatality** – A child fatality from any cause. CA/N, Accidental or Suicide.
- **Near Fatality** - *"An act that, as certified by a physician, places the child in serious or critical condition." For example, if hospital records reflect that the child's condition is "serious" or "critical," this would be considered a "near fatality". [See (Child Abuse Prevention and Treatment Act (CAPTA), as amended (42 U.S.C. 5101 et seq.) - sections 106(b)(2)(B)(x) and (b)(4(A))]*
- **Serious physical injury** - *An injury that creates a substantial risk of death or that causes serious permanent disfigurement or protracted loss or impairment of the function of any bodily member or organ.*

## CRITICAL EVENT CATEGORY

Check only the one most appropriate category and the appropriate criteria associated with the category.

Critical events are classified by category, which determines the Divisions response. The category choices are as follows:

### Category A

- Child fatality, near fatality, suicide or serious physical injury
- Resulting from alleged CA/N
- There is relevant CD involvement

### Category B

- Child fatality, near fatality, suicide or serious physical injury
- Result of alleged CA/N or non-CA/N
- Involved in an open FCS case, IIS case or occurred during a pending hotline

### Category C

- Child fatality, near fatality, suicide or serious physical injury
- Result of alleged CA/N or non-CA/N
- The child is a foster child

### Category D

- Child fatality, near fatality, suicide or serious physical injury
- Result of alleged CA/N
- There is no CA/N history or no relevant CA/N Involvement

**Category E - Other** - Events that do not meet category A-D criteria; are still considered serious; and meet one or more of the following criteria:

- Media Attention – The event has generated, or is likely to generate media attention
- Child in Foster Care – which involves sexual maltreatment, exploitation or assault of a child in foster care
- Human Trafficking – Reported allegations when a child is a victim of human trafficking (e.g., abusing a child through forced labor, slavery, involuntary servitude, peonage, sexual exploitation, sexual trafficking)

A CS-23 is sent to Central Office, via email at [DSS.CD.CriticalEventReport@dss.mo.gov](mailto:DSS.CD.CriticalEventReport@dss.mo.gov), and carbon copy the Circuit Manager and Regional Director (if unable to access email, fax CS-23 form to 573-526-3971) within 3 hours or 24 hours depending on the following:

*Category A, B or C*

*Business Hours – Within 3 hours*

*After Business Hours – By 10 am the following business day.*

*Category D or E*

*Within one business day*

*Unless Media involved, then refer to A. B. or C.*

## I. CHILD PERSONAL DATA

Enter the Child's name, Date of Birth, Race, Sex, DCN (if assigned), and check box to indicate if child is in CD custody, enter date of the event and the victim child's address and the County from which event is being reported.

## III. PARENT/GUARDIAN/OTHER PERSONAL DATA

Enter the name, relationship, phone number, DCN (if assigned), address of parent(s)/guardian(s), as applicable.

Enter the Name, Date of Birth, Race, and DCN of other children in the home, and check the appropriate box to indicate if the child is protected or not.

### **III. PERPETRATOR PERSONAL DATA**

Enter the Perpetrator name, relationship to child, phone number, DCN (if assigned), and address.

### **IV. EVENT/INCIDENT INFORMATION**

Enter the Incident number and date of the CA/N report or Non-CA/N referral, if applicable.

Enter the Date of the first personal contact with the child/family by the Children's Service Worker related to the fatality/critical event.

Check the appropriate box to indicate the following:

- Law Enforcement Involvement
- Juvenile Court Involvement
- Actual Media Coverage
- Anticipation of Media Coverage
- Child Fatality Review Panel Involvement (i.e. will they review this event)
- STAT Involvement

Summarize the event and preliminary findings of the investigation or review of event (if known, list possible causes of death). Include any criminal history and other evidence regarding the event.

### **V. BACKGROUND INFORMATION**

Check boxes to determine the family's current or past history with alternative care or adoption:

- Alternative Care:
  - At the time of Critical Incident (dates of service)
  - As a result of the Critical Incident (dates of service)
  - Prior history (dates of service)
- Adoption (dates of service/completion)

Complete summaries of the current CA/N Investigation and describe how safety was assured for other children in the home

Provide summary of CA/N history

Provide summary of FCS case history and service dates, including current case status

Provide summary of Alternative Care history, including current case status

Describe family's involvement with other agencies

Check box to indicate that there is another child's death /serious injury to any individual involved with the present child's death/serious injury. (Prior F-referrals or CA/N fatalities pertaining to anyone involved in the current event would require this box to be checked yes). If yes, give dates and reasons.

### **SIGNATURES**

The form is to be signed and dated by the Children's Service Supervisor completing the CS-23. Identify the county office where the Supervisor may be reached for follow up information.

## VII. UPDATES

Add updated information and dated entered. Updates should be sent to Central Office as new information becomes available.

### Follow up with the Critical Event Tool Kit

Every critical event requires completion of a CS-23, however; not every event requiring completion of a CS-23 requires a Critical Event Tool Kit.

- For category A and C, a *CD-164 a Tool Kit* is required.
- For category B, a *Tool Kit* is only required if CA/N is suspected.
- For category D and E, a *CD-164 a Tool Kit* is **not required**, unless the staff is directed by the Regional Director or Central Office to complete one.

Critical Event Reviewers, designated by CD Regional Director/Designee, are responsible for conducting independent case reviews and completing a Critical Event Tool Kit. The completed Critical Tool Kit is submitted to the Division Director/Designee in Central Office via e-mail within ten (10) working days of the submission of the CS-23. (See Critical Event Tool Kit Instructions)

### DEFINITIONS:

**Sexual Maltreatment** - The use, persuasion, inducement, enticement or coercion of any child under the age of 18, to engage in, or having a child assist any other person to engage in, any sexually explicit conduct by those responsible for the child's care, custody and control.

**Sexual Exploitation** - The sexual use of a child under the age of 18 by those responsible for his/her care, custody and control for the purpose of the individual's personal satisfaction and/or gain. Including, but not necessarily limited to, pornography and prostitution.

**Sexual Assault** - The term "Sexual Assault" shall include the following:

566 [Sexual Offenses](#) - The acts of rape, forcible rape, statutory rape (1<sup>st</sup> and 2<sup>nd</sup> degree), sexual assault, sodomy, forcible sodomy, statutory sodomy (1<sup>st</sup> and 2<sup>nd</sup> degree), child molestation (1<sup>st</sup> and 2<sup>nd</sup> degree), deviate sexual assault, sexual misconduct and sexual abuse, or attempts to commit any of the aforesaid

568.020 [Incest.](#)

568.060 [Abuse of a child, penalty.](#) - The act of abuse of a child which involving sexual contact

568.080 [Child used in sexual performance, penalties.](#) - The act of use of a child in a sexual performance; and

566.151 [Enticement of a child, penalties.](#) - The act of enticement of a child or any attempt to commit such act.

**Human Trafficking** - 566.200 (16) "Victim of trafficking", a person who is a victim of offenses under the following sections:

566.203 [Abusing an individual through forced labor--penalty.](#)

566.206 [Trafficking for the purpose of slavery, involuntary servitude, peonage, or forced labor--penalty.](#)

566.209 [Trafficking for the purpose of sexual exploitation--penalty.](#)

566.212 [Sexual trafficking of a child--penalty.](#)

566.213 [Sexual trafficking of a child under age twelve—affirmative defense not allowed, when--penalty.](#)

### Memorandum History:

[CD05-50](#), [CD09-69](#), [CD10-130](#), [CD13-80](#), [CD14-53](#)