

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

July 14, 2006

**What's Inside:**

Changes re: Child Welfare Manual, CD Memos and E-forms

**MEMORANDUM**

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

FROM: PAULA NEESE, INTERIM DIRECTOR

SUBJECT: CHANGES RE: CHILD WELFARE MANUAL, CD MEMOS AND E-FORMS

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

Changes are being made to the Child Welfare Manual, Children's Division memorandums and Children's Division E-Forms web sites. In the past, this information was available from both the Intranet and Internet web sites. To reduce the likelihood of outdated information and to streamline the process of maintaining this information in Central Office, we are eliminating the Intranet version of the Child Welfare Manual, Children's Division memorandums and Children's Division E-Forms. Memorandums from the director will remain on the Intranet only and remain non-viewable to the public.

After July 15, 2006, when you access the Child Welfare Manual, E-Forms or memorandums from the Children's Division Intranet Home page, you will see a temporary web page that displays the correct web address and after a few seconds you will be "redirected" to the appropriate web page. If you have bookmarked a direct link to any of these items, you will need to change your bookmark to the Internet address as listed on the redirect page. Redirect pages will be removed as of October 1, 2006.

The Internet location of the information is:

- Child Welfare Manual - <http://www.dss.mo.gov/cd/info/cwmanual/index.htm>
- E-Forms - <http://www.dss.mo.gov/cd/info/forms/index.htm>
- Memorandums - <http://www.dss.mo.gov/cd/info/memos/index.htm>

Please note: This change should not affect accessibility of the manual, forms or memos.

Additional enhancements are in process, including a search capability for memorandums and E-Forms. Staff will be notified as these enhancements are developed.

PN/PM/DK