

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

March 5, 2007

**What's Inside:**

CD E-forms accessible to CD employees only were removed from the CD E-forms webpage

M E M O R A N D U M

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: CD FORMS REMOVED FROM THE CD E-FORMS WEBPAGE ACCESSIBLE

DISCUSSION:

The purpose of this memorandum is to inform Children's Division staff of the removal of certain forms from the CD E-Forms webpage. The CD E-Forms webpage is an internet site and therefore accessible to the public. Concerns were raised through the Continuing Quality Improvement (CQI) process and forwarded to the Forms Manual Workgroup that certain forms, for various reasons should only be accessible to Division employees. Investigations and family assessments are not conducted by contracted providers, therefore the following forms used in the Investigation/family assessment process have been removed from the CD E-Forms webpage:

- CS-30 - Medical/Professional Information Request
- CS-21 - CA/N Disposition Form Letter For Parents, Non-Custodial Parents and Alleged Perpetrators
- CS-21A - Family Assessment Status Form Letter
- CS-21 B - Reporter Notification Disposition Letter
- CS-33 - Authority to Provide Emergency Alternative Care

**Some of these forms are generated through FACES, but all of these forms are available to Division employees by accessing the CD E-forms Desktop Icon.**

For questions or comments or problems accessing these forms on the CD E-Forms Desktop, please email [AskCD@dss.mo.gov](mailto:AskCD@dss.mo.gov).

<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> Randall McDermit 573-751-8932 <a href="mailto:Randall.D.Mcdermit@dss.mo.gov">Randall.D.Mcdermit@dss.mo.gov</a>	<b>DEPUTY DIRECTOR:</b> James C. Harrison 573-751-2502 <a href="mailto:James.C.Harrison@dss.mo.gov">James.C.Harrison@dss.mo.gov</a>