

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

April 24, 2008

What's Inside:Lined versions of
CD-82, CD-83
and CD-84**MEMORANDUM**

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

FROM: JAMES C. HARRISON, DEPUTY DIRECTOR

SUBJECT: CD-82, CD-83 AND CD-84 LINED VERSIONS NOW AVAILABLE

The purpose of this memorandum is to inform staff that MS Word versions with lines (instead of open narrative fields) have been made available for the following forms:

- *CD-82 Checklist for Worker/Child Visits*
- *CD-83 Parental Home Visit Checklist Placement*
- *CD-84 Provider Home Visit Checklist*

Versions with open fields are still available in case staff want to type narrative fields, however the development of these versions is a result of requests by workers through the CQI process for lined documents to be printed off and filled out in the field. These checklists have been posted on the CD Forms website and downloaded on staff's desktop folders.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT:

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DEPUTY DIRECTOR:

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Forms And Instructions:

- *CD-82 Checklist for Worker/Child Visits*
- *CD-83 Parental Home Visit Checklist Placement*
- *CD-84 Provider Home Visit Checklist*