

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

July 30, 2009

What's Inside:
MOU-DOC and
CD

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: MEMORANDUM OF UNDERSTANDING WITH THE
DEPARTMENT OF CORRECTIONS AND THE CHILDREN'S
DIVISION

DISCUSSION:

The purpose of this memo is to announce the [Memorandum of Understanding between the Department of Corrections \(DOC\) and the Children's Division \(CD\)](#) which was developed for the purpose of establishing consultation, communication, and notification that aids both parties in improving services to children and families.

This agreement will allow DOC and CD to share relevant confidential information regarding clients that the agencies have in common. A match file has been developed to identify common families between both agencies. Definitions were also developed to help staff read the match file. The sample match file and the definitions can be found in the reference documents and resources section of this memorandum. DOC and CD will develop protocols at the local level for reviewing the match information. The Circuit Managers will receive the match file from Central Office each month beginning in August 2009 and will be responsible for sharing the information from the match file with staff in their circuit. The local protocol should establish a timeframe in which the agencies will contact one another upon discovering the common client. Children's Division will also invite designated Probation and Parole staff to Family Support Team Meetings and Continuous Quality Improvement (CQI) meetings.

To ensure that accurate data is pulled, staff are reminded that everyone in the household should be listed as case members on the open case. Children's Service Workers should make sure that they are completing diligent searches and checking the putative father registry for absent parents.

This MOU will be in effect until March of 2010 and can be renewed for two additional one year periods.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT:

Christy Collins
(573) 751-9603
Christy.Collins@dss.mo.gov

PROGRAM MANAGER:

Melody Yancey
(573) 751-3171
Melody.Yancey@dss.mo.gov

CHILD WELFARE MANUAL REVISIONS:

Section 2 Chapter 4 Subsection 3.8 [Fatality, Near-Fatality Abuse/Neglect or Other Critical Event](#)

Section 4 Chapter 7 Subsection 2.1 [Composition of the Family Support Team](#)

Section 5 Chapter 2 Subsection 1 [CA/N Investigations/Family Assessments](#)

FORMS AND INSTRUCTIONS

[CS-23, Critical Event Report \(CS-23\) Instructions](#)

[CA/N-5, Report to Probation and Parole](#)

REFERENCE DOCUMENTS AND RESOURCES

[MOU DOC and CD](#)

[Definitions of Fields on Matched Reports](#)

[Probation and Parole Office Address Listing](#)

RELATED STATUTE

N/A

ADMINISTRATIVE RULE

N/A

COUNCIL ON ACCREDITATION (COA) STANDARDS

N/A

CHILD AND FAMILY SERVICES REVIEW (CFSR)

N/A

PROTECTIVE FACTORS

Parental Resilience-N/A

Social Connections-N/A

Knowledge of Parenting and Child Development-N/A

Concrete Support in Times of Need-N/A

Social and Emotional Competence of Children-N/A

FACES REQUIREMENTS

N/A