

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

May 6, 2010

**What's Inside:**

- Revised CD E-Forms Webpage
- Removal of MS Word versions of FACES generated documents.

## 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: REVISED EFORMS WEBPAGE

The purpose of this memorandum is to introduce staff to revisions to the *Children's Division E-forms* webpage. These revisions include:

- The removal of many MS Word forms from the E-forms webpage that are currently stored and/or generated in FACES; and
- The removal of some forms that are located on staff's desktop folder that should be *employee access only*.

These revisions were implemented in order to assure the integrity of FACES generated data by:

- Assuring that information found on hard copies is consistent with information stored in FACES;
- Recognizing information entered and stored in FACES as the official case record; and
- Restricting the modification of documents generated or populated from FACES data unless it is modified in the system prior to printing.

**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:

<b>PDS CONTACT</b> Randall D. McDermit 573-751-8932 <a href="mailto:Randall.D.McDermit@dss.mo.gov">Randall.D.McDermit@dss.mo.gov</a>	<b>PROGRAM MANAGER</b> Amy L. Martin (573) 751-3171 <a href="mailto:Amy.L.Martin@dss.mo.gov">Amy.L.Martin@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b> N/A	
<b>FORMS AND INSTRUCTIONS</b> <a href="#">E-Forms</a>	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> N/A	
<b>RELATED STATUTE</b> N/A	
<b>ADMINISTRATIVE RULE</b> N/A	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> N/A	
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> N/A	
<b>PROTECTIVE FACTORS</b> N/A Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children	
<b>FACES REQUIREMENTS</b> N/A	