

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

November 5, 2010

M E M O R A N D U M

**What's Inside:**  
Worker access  
to FCSR.

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

FROM: CANDACE A. SHIVELY

SUBJECT: WORKER ACCESS TO FAMILY CARE SAFETY REGISTRY,  
FCSR.

DISCUSSION:

The purpose of this memorandum is to introduce changes to the process for the Children's Service Worker to obtain on-line access to the Family Care Safety Registry, FCSR.

When conducting a re-licensure, the Children's Service Worker is able to obtain background screen information regarding the FCSR registered resource parent applicant on-line. It is no longer necessary for the worker to complete the MULES access form to obtain this on-line access to the FCSR.

The Children's Service Worker obtains on-line access to the FCSR by doing the following:

1. Go to the FCSR home page, [www.dhss.mo.gov/fcsr](http://www.dhss.mo.gov/fcsr);
2. Click on the [Forms](#) link;
3. Click on the [How to Become a FCSR Internet User](#) link;
4. Click on the [Internet Background Screening Access/Security Request](#).
5. Return the completed document by Fax to 573-522-6981, or by mail to:

DHSS/Family Care Safety Registry  
PO Box 570  
Jefferson City, MO 65102

The worker will be notified by fax when their access is granted by FCSR. At that time, user IDs and training on how to make a screening request using the FCSR internet service will be provided.

Policy has been revised to reflect the on-line access process change.

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| <b>NECESSARY ACTION</b>   |   |
| <ol style="list-style-type: none"> <li>1. Review this memorandum with all Children’s Division staff.</li> <li>2. Review revised Child Welfare Manual chapters as indicated below.</li> <li>3. All questions should be cleared through normal supervisory channels and directed to:</li> </ol> |   |
| <b>PDS CONTACT</b>  | <b>PROGRAM MANAGER</b>  |
| Elizabeth Tattershall<br>573-522-1191<br><a href="mailto:Elizabeth.Tattershall@dss.mo.gov">Elizabeth.Tattershall@dss.mo.gov</a>   | Dena Driver<br>573-751-3171<br><a href="mailto:Dena.D.Driver@dss.mo.gov">Dena.D.Driver@dss.mo.gov</a> |
| <b>CHILD WELFARE MANUAL REVISIONS</b>   |   |
| <a href="#">Section 6 Chapter 3 Attachment A</a><br><a href="#">Section 6 Chapter 3 Attachment D</a><br><a href="#">Section 6 Chapter 3 Attachment H</a>  |   |
| <b>FORMS AND INSTRUCTIONS</b>   |   |
| NA  |   |
| <b>REFERENCE DOCUMENTS AND RESOURCES</b>  |   |
| NA  |   |
| <b>RELATED STATUTE</b>  |   |
| NA  |   |
| <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 N/A</b>   |   |
| Parental Resilience<br>Social Connections<br>Knowledge of Parenting and Child Development<br>Concrete Support in Times of Need<br>Social and Emotional Competence of Children   |   |
| <b>FACES REQUIREMENTS</b>   |   |
| N/A   |   |