

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

November 8, 2010

MEMORANDUM

<p>What's Inside: Documentation & Record Maintenance Manual Updates</p>
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TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: DOCUMENTATION AND RECORD MAINTENANCE MANUAL UPDATES

DISCUSSION:

The purpose of this memorandum is to inform staff of updates made to [Section 5 Chapter 1.1](#) of the Child Welfare Manual. The forms that need to be maintained in the case record have changed with the implementation of FACES. The full implementation of the FACES system has now been completed. As a result, Section 5 Chapter 1.1 of the Child Welfare Manual has been modified to comply with FACES.

<p>NECESSARY ACTION:</p> <ol style="list-style-type: none"> 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: 	
<p>PDS CONTACT: Christy Collins (573) 751-9603 Christy.Collins@dss.mo.gov</p>	<p>PROGRAM MANAGER: Dena Driver (573) 751-3171 Dena.Driver@dss.mo.gov</p>
<p>CHILD WELFARE MANUAL REVISIONS: Section 5 Chapter 1 Subsection 1 Record Composition - Documentation And Record Maintenance</p>	
<p>FORMS AND INSTRUCTIONS N/A</p>	
<p>REFERENCE DOCUMENTS AND RESOURCES N/A</p>	

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