

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

October 12, 2011

MEMORANDUM

What's Inside:
Revisions to the CS-21

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: REVISIONS TO THE CS-21

DISCUSSION:

The purpose of this memorandum is to inform staff that revisions have been made to the CS-21 form produced by FACES in conjunction with child abuse/neglect investigations. These revisions were made to align the Division's disposition notice with statutorily defined categories of child abuse and neglect as outlined in [Section 210.110 RSMo](#).

The revisions include clarifying the disposition notice for all reports with a preliminary finding of child abuse or neglect by a preponderance of evidence and allowing staff to provide a basis for the Division's finding.

The CS-21 will display the following for each preliminary determination of child abuse or neglect:

"The Division's investigation has been completed under Sections 210.110-210.165 RSMo and the Division has determined:

by a preponderance of evidence that:

- | | |
|------------------------------|---|
| Name Of Victim: | <ul style="list-style-type: none">• Child's Name |
| Abuse/Neglect: | <ul style="list-style-type: none">• Physical Abuse, Sexual Abuse, Emotional Abuse or Neglect |
| Type Of Abuse/Neglect: | <ul style="list-style-type: none">• Actual Worker's Findings which fall under each category of abuse or neglect |
| Name Of Alleged Perpetrator: | <ul style="list-style-type: none">• Alleged Perpetrator's Name" |

Once the CS-21 has been pulled up on the Conclusion screen, staff should enter case specific information pertinent to each of the Division's preliminary findings of child abuse or neglect. Staff should use the outlines provided in [Section 2.1.4.8 Reaching a](#)

Conclusion in order to assure due process under the law. This information must be entered in the fill-in box directly below the section stating, “The Division’s determination is based on the following facts discovered during the investigation.” Failure to do so may result in denying an alleged perpetrator appropriate due process under the law.

<p>NECESSARY ACTION</p> <ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division staff. 2. All questions should be cleared through normal supervisory channels and directed to: 	
<p>PDS CONTACT Scott B. Montgomery, PDS 573-526-5408 Scott.B.Montgomery@dss.mo.gov</p>	<p>PROGRAM MANAGER Dena Driver 573-751-3171 Dena.D.Driver@dss.mo.gov</p>
CHILD WELFARE MANUAL REVISIONS: N/A	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE: Section 210.110 RSMo.	
ADMINISTRATIVE RULE N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A	
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A	
<p>PROTECTIVE FACTORS</p> 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	
<p>FACES REQUIREMENTS</p> As noted in the memorandum	