

## DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

February 23, 2012

**MEMORANDUM**

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: AUTOMATED DELETION OF CA/N INVESTIGATIONS FOUND TO BE HARASSMENT

DISCUSSION:

The purpose of this memorandum is to inform staff that the Child Welfare Manual has been revised to clarify the automated process by which Child Abuse/Neglect (CA/N) Investigations are expunged in FACES following a determination of harassment. The Division is required by state law to ensure that all identifying information is expunged forty-five (45) days from the conclusion date of the CA/N Investigation. FACES has an automated function to expunge all reports with a harassment indicator in accordance with state law. Local offices will still be required to ensure that the paper files are also expunged forty-five (45) days from the conclusion date.

**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**

Scott B. Montgomery, PDS  
573-526-5408  
[Scott.B.Montgomery@dss.mo.gov](mailto:Scott.B.Montgomery@dss.mo.gov)

**PROGRAM MANAGER**

Dena Driver  
573-751-3171  
[Dena.D.Driver@dss.mo.gov](mailto:Dena.D.Driver@dss.mo.gov)

## CHILD WELFARE MANUAL REVISIONS:

[2.4.3.10 Reports Made Out Of Harassment Or Retaliation](#)

## FORMS AND INSTRUCTIONS

N/A

## REFERENCE DOCUMENTS AND RESOURCES

N/A

## RELATED STATUTE:

[210.152 RSMo.](#)

**What's Inside:**  
Automated Deletion of CA/N  
Investigations Found to be  
Harassment

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