

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

June 21, 2012

M E M O R A N D U M

What's Inside:
Fingerprinting
Registration
Process.

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: FINGERPRINTING REGISTRATION PROCESS

DISCUSSION:

The purpose of this memorandum is to introduce a new fingerprinting registration process for the Missouri State Highway Patrol, MSHP, Missouri Automated Criminal History Search, MACHS.

Beginning July 1, 2012, resource providers must register at the MSHP MACHS Internet site to schedule a fingerprinting appointment with the electronic fingerprinting provider.

The current process using the electronic fingerprinting vendor, L-1 Identity Solutions ends after June 30, 2012. The new vendor for MSHP is 3M/Cogent.

Revised authorization letters are located on CD Desk top. Destroy all previous authorization letters. They are obsolete beginning July 1, 2012.

A Registration Number is required. The list of Registration Numbers for each county and private agency is located on the OCA code sheet in the Reference Documents and Resource section of Children's Division E-Forms. It is imperative to utilize the correct Registration Number for appropriate billing and tracking purposes.

The new fees are:

\$37.30: Resource Providers (Foster, Kinship, Relative, Respite, TLA). Use CD26-a.

\$44.80: Adoptive Only (there is no other vendor type open or active). Use CD26-d.

\$44.80: Natural Parents. Use CD26-b.

A brochure is provided by MSHP and is located on Children's Division E-Forms in the Reference Documents and Resources section. The brochure explains the process for

registering on MACHS and scheduling fingerprinting appointments. The brochure also includes two contact numbers for submitting questions about the process:

- 3M/Cogent, 1-877-862-2425
- MSHP, 573-526-6312

NECESSARY ACTION	
<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. Review revised Children’s Division forms as indicated below. 4. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT Elizabeth Tattershall 573-522-1191 Elizabeth.Tattershall@dss.mo.gov	PROGRAM MANAGER Dena Driver 573-751-3171 Dena.D.Driver@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS Guide for Conducting Resource Provider Family Assessments, Section 6 Chapter 3 Attachment A Guide for Conducting Adoptive Family Assessment Services, Section 6 Chapter 3 Attachment H	
FORMS AND INSTRUCTIONS , Employee access only Fingerprint Authorization Letter to Prospective or Current Resource Providers, CD-26a Fingerprint Authorization Letter to Parents, CD26-b Fingerprint Authorization Letter to Adoptive Only Parents, CD26-d	
REFERENCE DOCUMENTS AND RESOURCES Missouri State Highway Patrol MACHS User Guide MACHS Registration Numbers	
RELATED STATUTE 210.025 2 (3) 210.482 210.487 3	
ADMINISTRATIVE RULE 13 CSR 35-60.01	
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A	
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A	
PROTECTIVE FACTORS N/A Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children	
FACES REQUIREMENTS N/A	