

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 18, 2015

M E M O R A N D U M

What's Inside:
Missouri Automated
Criminal History
System Access

TO: REGIONAL EXECUTIVE, CIRCUIT MANAGERS, PROGRAM MANAGERS AND SUPERVISORS
FROM: TIM DECKER, DIRECTOR
SUBJECT: MISSOURI AUTOMATED CRIMINAL HISTORY SYSTEM ACCESS

DISCUSSION:

The purpose of this memorandum is to announce the implementation plan for use of the Missouri State Highway Patrol's (MSHP) Missouri Automated Criminal History System (MACHS).

A successful pilot in Jasper County of use of this automated system has been concluded. The Children's Division will begin expansion of access to the MACHS system to all Circuit Managers, Program Managers and Supervisors. The access provides the authorized user the ability to access and print fingerprint results. Prior to identified staff being provided access, they must complete security and system training provided by MSHP.

The plan for the roll out is as follows:

- The Southwest Region by September 1, 2015
- The Southeast Region by October 1, 2015
- The St. Louis Region by November 1, 2015
- The Northeast Region by December 1, 2015
- The Children's Division identified staff in the Recruitment and Retention Pilot area to have access in 2016

The *Purpose Code X Request Log*, (CD-153) has been revised to include the ability to track accessing and printing fingerprint results. The new title for the CD-153 is *Purpose Code X Request and Fingerprint Result Tracking Log*. Continue to use the form to track Purpose Code X requests as stated in [policy](#). The form now has three additional columns;

Statutory Reason for the Fingerprinting
Authorized CD staff who Accessed & Printed the Results

Results Filed in Resource Case File

Regional Directors will be contacted regarding the training dates for the staff specified in this memorandum.

NECESSARY ACTION 1. Review this memorandum with all Children’s Division staff. 2. Review revised Child Welfare Manual chapters as indicated below. 3. Review 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 Amy Martin 573-751-3171 Amy.L.Martin@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS Guide For Conducting Resource Home Assessment Section 6 Chapter 3 Attachment A Protective Custody of the Child, Section 4 Chapter 3 Subsection1 Sub subsection 2	
FORMS AND INSTRUCTIONS Purpose Code X Request Log & Fingerprint Result Tracking, CD-153	
REFERENCE DOCUMENTS AND RESOURCES N/A	
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 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	