

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 3, 2016

M E M O R A N D U M

**What's Inside:**  
Release of Records When Requested by Child Protective Agencies from Other States

TO: REGIONAL DIRECTORS, FIELD SUPPORT MANAGERS, CIRCUIT MANAGERS AND SUPERVISORS

FROM: TIM DECKER, DIRECTOR

SUBJECT: RELEASE OF RECORDS WHEN REQUESTED BY CHILD PROTECTIVE AGENCIES FROM OTHER STATES

DISCUSSION:

This memorandum clarifies policy on the release of records when requested by child protective agencies from other states. Policy regarding the release of Children's Division records is directed by statute in [Section 210.150 RSMo.](#)

Requests to share records with other child protective service agencies are received routinely in the course of business. While the Children's Division is expected, intends, and desires to cooperate with other states in their child protection efforts and share information to assist those agencies to successfully fulfill their duties, the division is equally obligated to protect the information of the families we serve in accordance with the law.

Child Welfare Manual Sections 5 Chapter 2.1 and 2.5.8 have been updated to reflect the following:

- Share appropriate information from final determinations of Preponderance of Evidence or Probable Cause records with an out-of-state protective service agency if it can be determined that the information has been requested as the result of a report of CA/N and is necessary to determine the disposition of the investigation.
- Unsubstantiated and Family Assessment records may not be shared without an authorization for release of information signed by the client.
- Family histories or information regarding treatment of a particular client requires an authorization for release of information signed by the client. This does not apply to requests for studies of resource providers or when the requesting agency provides a court order documenting that they have legal custody of the child.

Staff who have questions about what is suitable for release should contact their local Division of Legal Services office.

Staff may also direct the out of state agency to contact the Background Screening Investigations Unit (BSIU) to request information. The requesting state should send their requests for prior history checks on agency letterhead, indicate their need for the information is due to an open investigation, and include the names and dates of birth for all individuals involved, including the children. The request may be mailed to Children's Division, Attention: BSIU, PO Box 88, Jefferson City, MO 65103; faxed to (573) 522-4383 or (573)522-4382; or emailed to [BSIUforms.CD@dss.mo.gov](mailto:BSIUforms.CD@dss.mo.gov).

<b>NECESSARY ACTION</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children's Division staff.</li> <li>2. Review revised Child Welfare Manual chapters as indicated below.</li> <li>3. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT</b> John Steinmeyer 573-751-8930 <a href="mailto:John.D.Steinmeyer@dss.mo.gov">John.D.Steinmeyer@dss.mo.gov</a>	<b>PROGRAM MANAGER</b> Christy Collins 573-751-9603 <a href="mailto:Christy.Collins@dss.mo.gov">Christy.Collins@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b> <a href="#">CWM Section 5. Chapter 2.1</a> <a href="#">CWM Section 5. Chapter 2.5.8</a>	
<b>FORMS AND INSTRUCTIONS</b> N/A	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> N/A	
<b>RELATED STATUTE</b> <a href="#">Section 210.150 RSMo.</a>	
<b>ADMINISTRATIVE RULE</b> N/A	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> N/A	
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> 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