

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

December 8, 2003

MEMORANDUM

TO: AREA EXECUTIVE STAFF, CIRCUIT MANAGERS AND CHILDREN'S DIVISION STAFF FOR CIRCUITS 2, 11, 12, 16, 19, 22, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 42, 44 AND; COUNTIES: LINCOLN AND FRANKLIN AND AREA TECHNICAL COORDINATORS (ATC) AND CHILD ABUSE/NEGLECT HOTLINE UNIT (CANHU) STAFF

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: REVISION OF STARTING DATE FOR PILOTING OF AFTER-HOUR/HOLIDAY CALL OUT PROCEDURE FOR CHILD ABUSE/NEGLECT HOTLINE REPORTS/REFERRALS

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

The purpose of this memorandum is to inform Children's Division staff involved in the piloting of after-hour/holiday call-out procedure for child abuse/neglect hotline reports and referrals, (See Memorandum CS03-45) that due to technical and logistical complications, the start date for the pilot will be postponed from the original date of December 1st until December 15th, 2003. This postponement will ensure that laptops have arrived, are in working order and allow field staff practice prior to the pilot implementation.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division Staff.
2. Review Memorandum: CS03-45, Piloting of After-Hour/ Holiday Call-Out Procedure for Child Abuse/Neglect Hotline Reports/Referrals.
3. All questions should be cleared through normal supervisory channels.

FMS/RDM/ct