

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

March 8, 2004

MEMORANDUM

TO: AREA EXECUTIVE STAFF, CIRCUIT MANAGERS,  
CHILDREN'S DIVISION STAFF

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: CHANGES TO THE CA/N AUTOMATED SYSTEM

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

The purpose of this memorandum is to inform staff of changes to the Child Abuse/Neglect (CA/N) Automated System regarding CA/N investigation/family assessment and non-CA/N referral updates. **Effective March 15, 2004**, field staff will have access to the ATRN screen to delete conclusion dates as well as access to the AREF screen to remove completion dates.

The removal of conclusion/completion dates will allow staff the ability to correct data entry errors, make Administrative Review overturn updates and make all necessary corrections upon receipt of Corrective Action reports. For incidents dated 1995 – 1999 which require corrections, staff will need to first enter information on the ATRU screen if this had not been done prior to conclusion of the investigation/family assessment.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division staff.
2. All questions regarding this memorandum should be referred through normal supervisory channels to Cindy Gibson, Program Development Specialist, at (573) 751-9603.

FMS/CG/ct