DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

March 12, 2004

<u>MEMORANDUM</u>

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

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: CS-1 ENHANCEMENTS

                     REVISIONS TO: CS-1 FORM

DISCUSSION:

The purpose of this memorandum is to introduce the enhanced CS-1. In September 2003, memo CS03-32 introduced CS-1 revisions and appropriate permanency options. Feedback from the field regarding the content of the form has been positive, however, despite thorough testing before release, users in the field have noted technical difficulties in accessing and utilizing the form. Based on comments from the field since September, the FACES unit has worked through the technical problems and added further technical enhancements which include spell check availability and an easier way to add and delete lines in certain sections of the form.

<u>Accessing the New Technically Enhanced CS-1</u>

The new version of the CS-1 has been "electronically signed" by the Children's Division so Children's Division computers will automatically recognize it as a safe document. To open the new document click on the CS-1 link above. When the new CS-1 is opened for the first time, a box that looks like the picture below will appear:
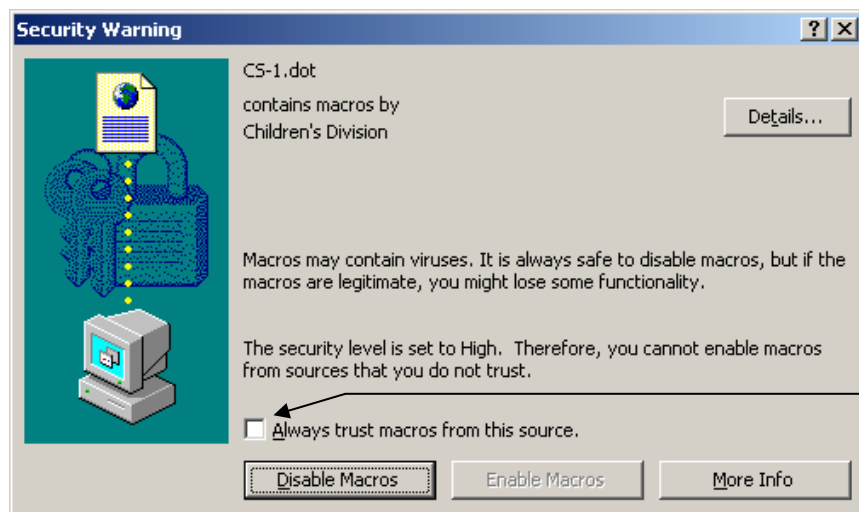
Once the Security Warning box appears, click on the check box here.

Note:If this box is not checked, the next time the form is opened the Security Warning box will appear again.
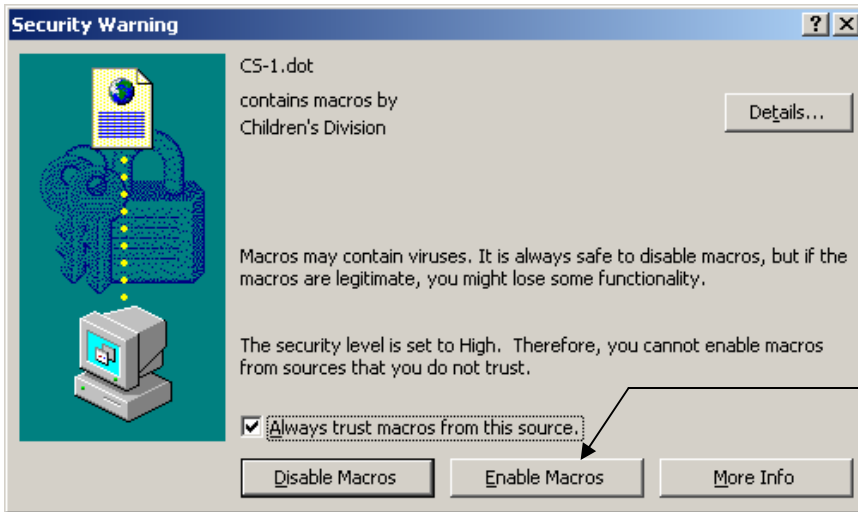
Then click on the Enable Macros button here. Now the macros that the CS-1 uses will be enabled and the form should open and function properly.

If the above steps are followed at initial opening, staff should not have to do it again upon reopening.

Utilizing the Enhancement Features

The CS-1 was redesigned to be a dynamic form. In other words, the CS-1 grows as information is continuously added over the life of the division's involvement with the child. The technically enhanced version enables staff to more easily add and delete rows to eight different sections of the CS-1.

When the CS-1 is opened, "Add Table or Row" and "Remove Table or Row" buttons will appear in the toolbar.
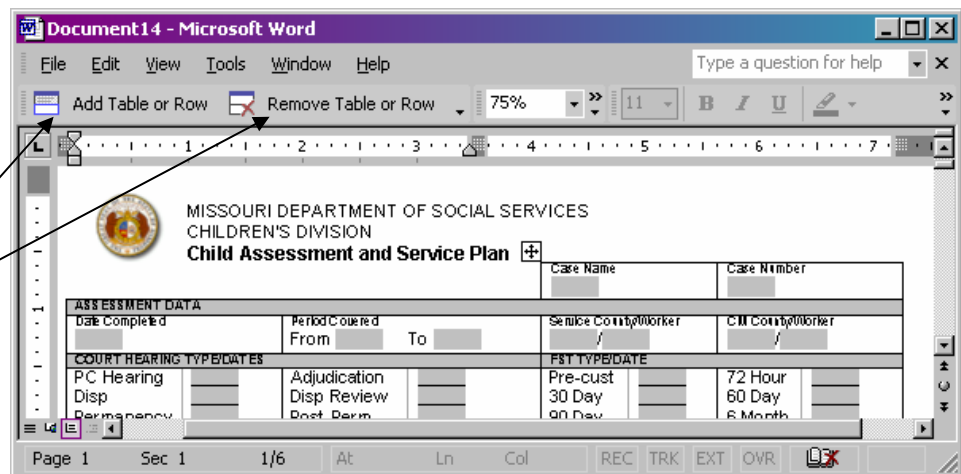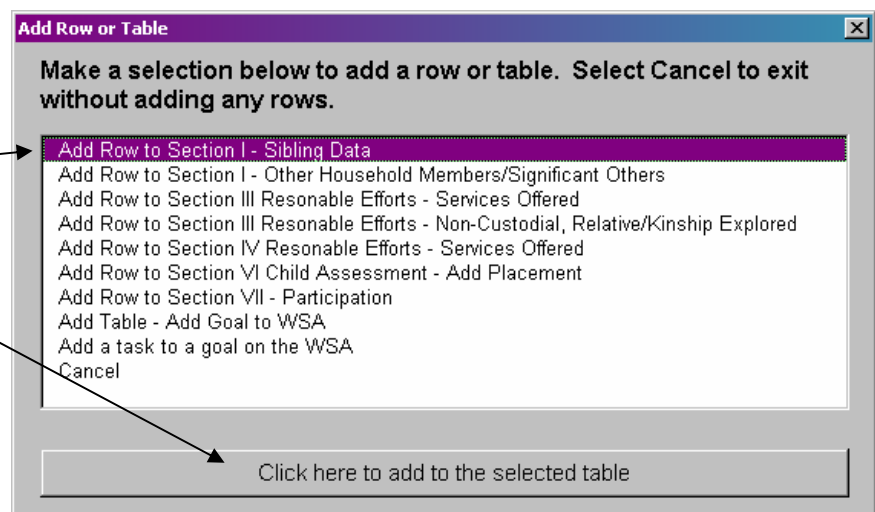

Clicking on the add button will open a window that looks like this:

To add a new row, select and click on the section of the CS-1 to which a row needs to be added.
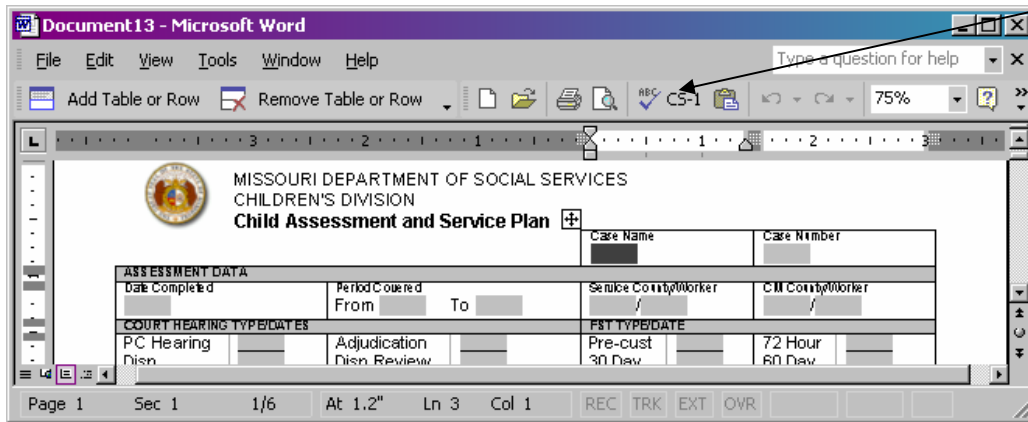
Now click here to add the row to the selected table.

To delete a row, click on Remove Table or Row and follow the same steps as in adding a row.

CS-1 Spell Check Feature

A spell check feature has been added to the CS-1 and appears in the tool bar once the CS-1 is opened.

Note: It may take the spell check a few seconds to check the entire document.

Review

This memo only describes the technical enhancements being added since September 2002. For complete instructions and additional information on the revised CS-1 and appropriate permanency options, please review memo CS32-02.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division Staff.

2. All staff should immediately begin using this version of the CS-1.

3. Review memo CS03-32.

4. All computer/systems/technical questions should be directed to local ATC's or RSCT's.

5. All other questions regarding these procedures should be referred through normal supervisory channels.

FMS/SS:js