

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

March 22, 2004

MEMORANDUM

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

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: CHANGES TO THE ALOG SCREEN (Child Abuse/Neglect Status  
Log)

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

Changes have been made to the ALOG screen (Child Abuse/Neglect Status Log) in the Child Abuse and Neglect (CA/N) automated system. This change was designed to assist Child Abuse and Neglect Hotline staff (CANHU) and supervisors in determining which hotline calls have been accepted by local county staff. This change is effective March 22, 2004.

The ALOG and ATRU (CPS Classification Reassignment Update) screens will now be connected by way of an "A" plus sign. "A+" will now appear next to the assigned county identifier ("A" for assigned county) on ALOG after the CA/N automated system has been updated with the worker ID and supervisor ID number. These ID numbers are entered in the ATRU screen (CPS Classification Reassignment Update Screen). This symbol "A+" identifies that the report has been received and assigned at the county office. It is important to update the ATRU screen immediately upon receipt of the report so that the system reflects the appropriate ID numbers. By policy, screening information must be entered into the automated system on the same, or next working day.

NECESSARY ACTION:

1. Review this Memorandum with all Children's Division staff;
2. Effective March 22, 2004, CANHU and supervisory staff may begin reviewing ALOG to identify the status of reports sent to on-call local staff;
3. All questions as related to these policy changes should be cleared through normal supervisory channels.

FS:BH:ct