

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P.O.BOX 88

JEFFERSON CITY, MISSOURI

April 29, 2004

MEMORANDUM

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

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: CHILD ABUSE/NEGLECT (CA/N) AUTOMATED SYSTEM UPDATES

DISCUSSION:

The purpose of this memorandum is to clarify changes made to the CA/N Automated System (reference memorandum CD04-19.) Effective March 15, 2004, field staff have clearance to remove conclusion dates from hotlines to make necessary corrections and/or updates.

Circuit Managers may determine who is responsible to make such updates. In many counties, updates are the responsibility of Children's Division support staff. Staff should follow local office protocol to have conclusion dates removed.

To remove conclusion dates, staff will need to go into the ATRN screen, tab down to the conclusion date, then, use dashes to remove the date. When the date is removed, hit enter and the message "**Conclusion Date/LE Updated**" will appear at the bottom of the screen. When this message appears, removal of conclusion date has been accepted. Upon completion of updates/corrections, staff will need to reenter the conclusion date on the ATRN screen.

To remove completion dates from non-ca/n referrals, staff will need to go into the AREF screen. Tab over to the completion date field and use dashes to remove this date. If the completion date is removed correctly, the message "**Database Updated**" will appear at the bottom of the screen.

## NECESSARY ACTION:

1. Review this memorandum with all Children's Division staff and Children's Division Support 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