

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

June 17, 2004

MEMORANDUM

WHAT'S INSIDE:

- On-Call Schedule Form
- Discontinued Use of WordPro Documents

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

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: ON-CALL SCHEDULE MICROSOFT WORD FORM

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

The purpose of this memorandum is to introduce a Microsoft Word version of the On-Call Schedule form and to inform staff of the discontinued use of WordPro Documents.

On-Call Schedule Form: The "On-Call Schedule" form is used by the local offices to transmit to the Child Abuse/Neglect Hotline Unit (CANHU) schedules for weekends, after hours and holidays. Effective immediately, local staff responsible for transmitting the on-call schedule to CANHU shall begin using the provided Microsoft Word Version.

Discontinued Use of WordPro Software: Microsoft Word is currently the standard for the Children's Division and new computers do not have the necessary software to run WordPro documents. WordPro documents or templates that are in use should be converted to Microsoft Word as soon as possible.

NECESSARY ACTION:

1. Review this memorandum and the with "On-Call Schedule" form all Children's Division Staff.
2. All questions should be cleared through normal supervisory channels.

FMS/RDM/cb