

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

October 15, 2004

**WHAT'S INSIDE:**

- Changes to CA/N automated system to reflect SDM Risk Assessment

**MEMORANDUM**

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

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: CHILD ABUSE AND NEGLECT (CA/N) AUTOMATED SYSTEM ADDITIONS TO REFLECT STRUCTURED DECISION MAKING (SDM) RISK ASSESSMENT CODE

## DISCUSSION:

The purpose of this memorandum is to inform staff of additions to the CA/N automated system to correctly reflect Risk Assessment codes as noted from the SDM Risk Assessment tool in the CPS-1 form. Initial information regarding this system change was noted in the August 27<sup>th</sup> memorandum noting HB 1453 changes. Reference CD memorandum CD04-79.

Effective immediately, risk assessment codes of "V"-Very High, "H"-High, "M"-Moderated and "L"-Low should be entered into the risk assessment field on the AUPD screen. ***This field is now mandatory for both investigations and family assessments.*** Staff will receive an error message if valid risk assessment code is not entered prior to conclusion date entry. The error message will be triggered for any report that has not had a conclusion date ***entered prior*** to 10/12/04.

EXAMPLE: Report dated 09-01-04 was completed 10-01-04 but has not been entered into the system will need to include new Risk Assessment code. Report dated 09-01-04 completed 10-01-04 and entered into system has to be corrected. New Risk Assessment code will not be required as the report had a conclusion date entered prior to 10-12-04.

## NECESSARY ACTION:

1. Review this memorandum with all Children's Division staff.
2. All questions should be cleared through normal supervisory channels.
3. For assistance in CA/N data entry please contact Cindy Gibson at (573)-751-9603 or Randy McDermit at (573)-751-8932.

FMS/CG/js