

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

February 24, 2004

MEMORANDUM

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

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: ALOG Changes

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

A recent audit by the state auditor's office revealed that a few Child Abuse and Neglect reports were not identified as being accepted on the ALOG (Child Abuse/Neglect Status Log) transaction. These are reports involving Children's Division employees and are initially assigned to a Regional Office by the Child Abuse and Neglect Hotline Unit. In all cases, these reports were completed timely, however they continued to be identified in the system as not accepted.

Because these reports are assigned to a Regional Office, the FIPS County Code reflects the Regional Office (i.e., 701 for the Northwest Regional Office). The Regional Office contacts staff in a county outside the incident county to investigate the report, but retains the Regional Office FIPS code. To ensure the report is identified in the ALOG screen as being accepted, staff should use the FIPS code assigned to the report, NOT the FIPS County Code where the report has been sent for investigation. If the correct FIPS code is not used, the report will continue to display on ALOG as NOT being accepted.

For example, report number 03999065 is assigned to the Northwest Regional Office (FIPS code 701). To print this report using the APRT (Child Abuse and Neglect CA/N-1 Print Request) transaction, use the appropriate printer ID for your county office. However, the County Office should use "701", not the County

Office code normally used. The APRT screen will allow entry of FIPS codes outside of the county where you are located. Using the appropriate FIPS code when printing the CAN-1 will identify the report as being accepted in ALOG.

NECESSARY ACTION:

1. Review this Memorandum with all Children's Division staff;
2. Effective immediately, begin using the FIPS code of assignment for all CAN reports involving employees on the APRT screen;
3. All questions as related to these policy changes should be cleared through normal supervisory channels.

FS:BH:ct