

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

December 23, 2004

MEMORANDUM**WHAT'S INSIDE!**

- County Staff Can Delete Duplicate CA/N Reports That Meet Criteria

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

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: DELETION OF DUPLICATE CA/N REPORTS BY COUNTY STAFF;
CHILD WELFARE MANUAL REVISION: SECTION 2, CHAPTER 2 ATTACHMENT C

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

The purpose of this memorandum is to inform staff of revised policy authorizing deletion of duplicate Child Abuse/Neglect (CA/N) reports at the local county level. This policy change defines duplicate CA/N reports, and emphasizes existing policy set forth in CS Memorandum CS00-29, dated 9/11/00, that specified which criteria **must** be met in order for a CA/N report to be considered a duplicate report including:

- Reports involving a specific incident
- Reported incidents which occurred on the same date
- Reports containing the same basic allegations
- Reports which include the same participants – victim(s), parent(s), and alleged perpetrator(s)

Supervisory approval is required prior to any such deletion. Counties must have designated staff with sufficient security clearance necessary to perform the database deletions. Instructions for deleting the report from the CA/N database are included.

We acknowledge that unnecessary steps and time delays can be prevented by authorizing local counties to assume new responsibilities for operations previously restricted. We recognize that when duplicate report criteria is well defined, and supervisory staff carefully review the reports in question, we can accurately identify duplicate reports.

By Circuit Manager request, designated staff must obtain system access to ADEL by contacting Jena Backes, Children's Division Security Officer, via e-mail at Jena.Backes@dss.mo.gov.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division Staff. Review memorandum CS-00-29, dated 9/11/00 regarding duplicate report criteria.
2. Review revised *Child Welfare Manual : Section 2, Chapter 2 Attachment C*

3. All questions should be cleared through normal supervisory channels.

FMS/MS/cb