

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

April 11, 2005

MEMORANDUM**WHAT'S INSIDE:**

- SDM Case Review

TO: REGIONAL EXECUTIVE STAFF AND CIRCUIT MANAGERS

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: STRUCTURED DECISION-MAKING (SDM) CASE REVIEWS

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

In April 2004, the Children's Division received the *Missouri Division of Family Services Structured Decision-Making (SDM) Case File Review Results* completed by the Children's Research Center. This initial review consisted of 27 cases randomly selected throughout the state. Although the sampling was small, the filing of the results led to numerous questions and comments from field staff. In addition, circuit staff began to request additional or "refresher" training for the SDM tools.

In an effort to provide the most proficient training to field staff, a second, circuit-wide SDM case review has been requested to help identify specific regional training needs. In addition, the process of SDM case reviews has been added as a component to the PIP plan with a targeted completion date of April 2005.

Circuit Managers will be receiving a random sample of cases to be reviewed. Circuit Managers are asked to complete the case review by **May 6, 2005**. An SDM Case Review tool has been attached to this memo and should be used to document information for this review. The form may be printed from this memo and copied as needed. Case review tools are to be submitted back to Cindy Gibson, Program Development Specialist, no later than **May 13, 2005**.

Information from the reviews will be entered into a database to track specific outcomes. Training needs will be determined from the review, taking into consideration specific requests already made for assistance by certain circuits.

Select Program Development Specialist staff will be available to assist in the case reviews as needed. If case review assistance is requested, or if there are questions, please contact Cindy Gibson at (573) 751-9603 or via e-mail: [Cynthia.L.Gibson@dss.mo.gov](mailto:Cynthia.L.Gibson@dss.mo.gov).

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Attachment:

SDM Case Review Tool