

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

December 22, 2005

MEMORANDUM

**WHAT'S INSIDE:**

- **Preferential Treatment**
- **Conflict of Interest**
- **Transportation Requirements**

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

FROM: PAULA NEESE, INTERIM DIRECTOR

SUBJECT: PREFERENTIAL TREATMENT AND CONFLICT OF INTEREST  
TRANSPORTATION OF CHILDREN  
DSS ADMINISTRATIVE MANUAL LINKS

DISCUSSION:

The purpose of this memorandum is to introduce new policy that addresses preferential treatment, conflict of interest and basic transportation requirements of children to the Child Welfare Manual, which has been placed in Section 8, Chapter 2. These requirements are consistent with standards set forth by the Council of Accreditation (COA).

The Children's Division (CD) prohibits the steering of or directing referrals of its consumers to a private practice or contracted provider, in which the personnel, consultants or the immediate relatives of CD employees or past CD employees are engaged.

Furthermore, preferential treatment of members of designated authorities with policymaking functions, advisory boards, personnel, private practices, contracted providers or consultants in applying for and receiving the Children's Division services is prohibited.

Lastly, the transportation policy outlines the basic requirements for employee's and contracted individuals who are or may be responsible for the transportation of children in CD's custody.

As you are aware, the Children’s Division continues to develop and implement new policy and procedures, which support best practices, COA standards and Program Improvement Plan (PIP) requirements. It is imperative that all CD employees review all policy changes and additions to ensure continuity of services to children and families.

<p><b>NECESSARY ACTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Please review this memorandum with all Children’s Division Staff.</li> <li>2. All staff should read <a href="#">Section 8, Chapter 2</a> in the Child Welfare Manual.</li> <li>3. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<p><b>PDS CONTACT:</b>  Alicia Jenkins, PDS  573-751-0311  <a href="mailto:Alicia.Jenkins@dss.mo.gov">Alicia.Jenkins@dss.mo.gov</a></p>	<p><b>PROGRAM MANAGER:</b>  Kathryn Sapp  573-522-5062  <a href="mailto:Kathryn.Sapp@dss.mo.gov">Kathryn.Sapp@dss.mo.gov</a></p>
<p><i>CHILD WELFARE MANUAL REVISIONS:</i>  <a href="#">Section 8, Chapter 2</a></p>	
<p><b>RELATED STATUTE:</b>  N/A</p>	
<p><b>ADMINISTRATIVE RULES:</b>  N/A</p>	
<p><b>COUNCIL ON ACCREDITATION (COA) STANDARDS:</b>  <i>G1.9.03, G3.11.04 and G5.5.03</i></p>	
<p><b>PROGRAM IMPROVEMENT PLAN (PIP):</b>  N/A</p>	
<p><b>SACWIS REQUIREMENTS:</b>  N/A</p>	
<p><b>RELATED LINKS:</b>  N/A</p>	

PN/AJ