

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

February 10, 2006

MEMORANDUM**WHAT'S INSIDE:**

- Referring all CA/N **victims** under age 3 to the First Steps Program!
- New CD-21C and instructions.

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

FROM: PAULA NEESE, INTERIM DIRECTOR

SUBJECT: MANDATORY REFERRAL OF ALL CA/N VICTIMS UNDER AGE 3 TO THE FIRST STEPS PROGRAM; INTRODUCTION OF NEW FORM CD-21C.

DISCUSSION:

The purpose of this memorandum is to introduce new policy, pursuant to the federal mandate of the Child Abuse Prevention and Treatment Act (42 U.S.C. 5101 et seq.). Children's Division is required to refer any child under the age of three (3), who has been determined to be abused or neglected by a preponderance of evidence, to early intervention services funded by Part C of the federal Individuals with Disabilities Education Act (IDEA). In Missouri, these services are provided by the Department of Elementary and Secondary Education, Division of Special Education, First Steps Program.

We recognize that a large proportion of abused/neglected children under age three have health and developmental needs. Early identification of these children through enhanced interdisciplinary collaborative efforts between the Children's Division and the First Steps Program will facilitate early intervention for children who qualify.

This new policy will explain procedural responsibilities for local county staff regarding the referral process; provides instruction for use of the First Steps Cover Letter (Form CD-21C); links the worker to the [Missouri First Steps Early Intervention System website](#) and [referral form](#); and reminds staff of HIPAA disclosure tracking requirements.

NECESSARY ACTIONS:

1. Please review this memorandum with all Children's Division Staff.
2. Review revised Child Welfare Manual: [Section 2, Chapter 4.1.12.3](#) and [Chapter 4.1.14](#); and [Section 5, Chapter 1.1](#); and new CD-21C [Form and Instructions](#).
3. All questions should be cleared through normal supervisory channels and directed to:

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| PDS CONTACT: Meliny Staysa, PDS 573-522-8620 Meliny.J.Staysa@dss.mo.gov | PROGRAM MANAGER: Kathryn Sapp 573-522-5062 Kathryn.Sapp@dss.mo.gov |
| CHILD WELFARE MANUAL REVISIONS: SECTION 2, CHAPTER 4.1.12.3 and CHAPTER 4.1.14; SECTION 5, CHAPTER 1.1 | |
| RELATED STATUTE: Child Abuse Prevention and Treatment Act (42 U.S.C. 5101 et seq.) | |
| ADMINISTRATIVE RULES: N/A | |
| COUNCIL ON ACCREDITATION (COA) STANDARDS: N/A | |
| PROGRAM IMPROVEMENT PLAN (PIP): N/A | |
| SACWIS REQUIREMENTS: N/A | |
| RELATED LINKS: N/A | |

PN/MS