

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O.BOX 88

JEFFERSON CITY, MISSOURI

February 27, 2006

MEMORANDUM**WHAT'S INSIDE?**

- Reminder to staff to collect, enter and update zip codes and other identifying information into the CA/N system.

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

FROM: PAULA NEESE, INTERIM DIRECTOR

SUBJECT: REMINDER TO STAFF TO COLLECT, ENTER AND UPDATE
ZIP CODES AND OTHER IDENTIFYING INFORMATION INTO CA/N
SYSTEM AT THE CONCLUSION OF THE CASE

DISCUSSION:

The purpose of this memorandum is to remind staff of the importance of entering and updating thorough and accurate information into the CA/N system.

It has come to our attention that there are an inordinate number of hotlines being entered without a zip code. Zip code information is a very important data element for tracking outcomes. If zip codes are not available at the time a report/referral is received at the county office it is the **responsibility of field staff** to fill in this information by the time a report or referral is closed. This goes for all identifying information that is collected or becomes available during the investigation/family assessment process, including individuals who are added to the participant list.

NECESSARY ACTIONS:

1. Please review this memorandum with all Children's Division Staff.
2. All questions should be cleared through normal supervisory channels and directed to:

Program Development Specialist
Randy McDermit
573-751-8932
Randall.D.Mcdermit@dss.mo.gov

Program Manager
Kathryn Sapp
573-522-5062
Kathryn.Sapp@dss.mo.gov

CHILD WELFARE MANUAL REVISIONS:

N/A

RELATED STATUTE:

Chapter 210

ADMINISTRATIVE RULES:

N/A

COUNCIL ON ACCREDITATION (COA) STANDARDS:

N/A

PROGRAM IMPROVEMENT PLAN (PIP):

N/A

Family and Children's Electronic System (FACES)

N/A

PN/RM