

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P.O.BOX 88

JEFFERSON CITY, MISSOURI

February 27, 2006

**WHAT'S INSIDE?**

- Clarifying Instructions to Access Revised CS-21B

MEMORANDUM

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

FROM: PAULA NEESE, INTERIM DIRECTOR

SUBJECT: CLARIFYING INSTRUCTIONS FOR ACCESSING *CS-21B REPORTER  
DISPOSITION NOTIFICATION LETTER* **FORMS AND INSTRUCTIONS**

## DISCUSSION:

It has come to our attention that staff have been having trouble accessing the recently revised CS-21B, Reporter Disposition Notification Letter. (Reference [CD06-11](#)) this memorandum is to provide clarifying instructions for accessing the form. Instructions for access:

**To Save to Desktop**

1. From the *CD Intranet* site, click on *Children's Division E-Forms*;
2. Under the heading *MS Word Forms* - click on *CS-21B*;
3. *File Download* box will appear;
4. Click on the *Save*;
5. *Save as* box will appear;
6. Save to *Desktop* (unless you have a particular folder you keep your forms in);
7. *Download Complete* box will appear - close it out;
8. Find *CS-21B* icon the *Desktop* (or in the file where it was saved to);
9. Click on the *CS 21B* icon;
10. A "*Security Warning*" box may appear; (if not skip to step 12)
11. If a "*Security Warning*" box appears - check the box that reads "*always trust macros from this publisher*" and then click on "*enable macros*"
12. The form will appear and a *Select Finding* box;
13. Click on the appropriate finding;
14. Click on the *Write Finding* button at the bottom of the box;
15. The appropriate finding should be written on to the form;
16. Fill out the rest of the form as any other MS Word document; and
17. Print the document or save as to a file

If you have any trouble accessing this form contact your Area Technical Coordinator for assistance. If you continue to have trouble contact Randall McDermit, PDS by email or at 573-751-8932.

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](mailto:Randall.D.Mcdermit@dss.mo.gov)

Program Manager  
Kathryn Sapp  
573-522-5062  
[Kathryn.Sapp@dss.mo.gov](mailto:Kathryn.Sapp@dss.mo.gov)

*CHILD WELFARE MANUAL REVISIONS:*

N/A

RELATED STATUTE:

210.145.15 RSMo

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