

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

March 16, 2006

**What's Inside:**Information  
regarding policy  
changes around  
case reviews.MEMORANDUM

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

FROM: PAULA NEESE, INTERIM DIRECTOR

SUBJECT: CHANGE IN REQUIREMENTS FOR CASE REVIEWS IN CASES OF  
CHILDREN FOR WHICH WE ARE SEEKING ADOPTIVE PLACEMENTS

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

The purpose of this memorandum is to introduce new policy and procedures for the review of case records in cases where a permanent home is being sought for a child in our care and custody. This policy is being changed to be in compliance with Council on Accreditation Standards.

Supervisors are to consult and review with the Children's Service Worker on a monthly basis all cases that have not resulted in a permanent placement for a child, and in the case of infants, reviews shall occur weekly. Narrative reports on the progress of care shall occur every 30 days until the child is placed in an adoptive placement or custody is transferred to the adoptive family including foster families.

**NECESSARY ACTIONS:**

1. Review this memorandum with all Children's Division staff.
2. Review revised *Child Welfare Manual* chapters as indicated below.
3. All questions should be cleared through normal supervisory channels.

**PDS CONTACT:**

Amy Martin  
573-751-8930  
[Amy.L.Martin@dss.mo.gov](mailto:Amy.L.Martin@dss.mo.gov)

**PROGRAM MANAGER:**

Cindy Wilkinson  
573-751-3171  
[Cindy.R.Wilkinson@dss.mo.gov](mailto:Cindy.R.Wilkinson@dss.mo.gov)

**CHILD WELFARE MANUAL REVISIONS:**

[Section 1 Chapter 1.3](#)  
[Section 4 Chapter 8.1](#)  
[Section 4 Chapter 26](#)

RELATED COA STANDARD: S14.5.01

PN/AM