

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

January 29, 2007

What's Inside:Conversion of the
Child Welfare Manual
to HTML Format**M E M O R A N D U M**

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: CHILD WELFARE MANUAL CONVERSION TO NEW HTML FORMAT

DISCUSSION:

The purpose of this memorandum is to inform Children's Division staff of the conversion of the Child Welfare Manual from the PDF format to an improved HTML format. On the evening of January 31, 2007, Information Technology Services Division (ITSD) will replace the old Child Welfare Manual format with the new format. The Child Welfare Manual links on the Children's Division intranet and internet websites will not change. The content and numbering of policy and procedure will not change, however staff will find this format to be more aesthetically pleasing; more user-friendly; easier to search for specific topics; and easier to navigate from section to section.

The new manual format is the result of recommendations from the Child Welfare Manual Workgroup, which included participants from Children's Division staff from Central Office, the field and ITSD staff. Many thanks to the workgroup for these fine efforts.

For questions or comments or problems accessing or navigating the Child Welfare Manual, please email AskCD@dss.mo.gov.

NECESSARY ACTION:

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

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