CD08-11

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

February 20, 2008

<u>MEMORANDUM</u>

+------------------------------+
| **What's Inside:** |
| |
| • New PRR Forms |
| • PRR Procedures |
| following FACES |
| conversion |
+------------------------------+

TO:	**REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF**
FROM:	**PAULA NEESE, DIRECTOR**
SUBJECT:	**INTRODUCTION OF REVISED CS-130 and INSTRUCTIONS FOR COMPLETING PEER RECORD REVIEWS FOLLOWING FACES CONVERSION**

DISCUSSION:

This memorandum provides information regarding revisions to the CS-130, Peer Record Review Tool, and instructions for the Peer Record Reviews following FACES conversion.

CS-130 Protocol Tools

The CS-130, Peer Record Review Protocol, has been divided by program area. In the previous CS-130, the entire tool was printed but only specified sections may have been needed to be completed according to the program area. By dividing the protocol tool into program areas, the need to print the entire tool is eliminated and the possibility of incomplete sections is reduced. The new tools include only the sections relevant to the program area being reviewed.

In keeping with the form numbering system, the new forms will be tagged in this manner:

CS-130 PRR Instructions	CS-130 PRR AC
CS-130 PRR CAN Invest	CS-130 PRR IIS
CS-130 PRR CAN Assess	CS-130 PRR Adopt
CS-130 PRR FCS	CS-130 PRR Res Homes

There have been considerable changes to the Instructions and CAN Invest and Assess protocol tools. Changes will be forthcoming for other program areas in the near future.

Instructions for Peer Record Reviews Following Conversion

Since conversion to the FACES system occurred, the following elements must be printed in order to complete a record review:

- For the CA/N investigations and assessments:
  1. CPS-1

2. Safety plan, if applicable

- For the FCS reviews:
  1. CD-14 with "a" and "b", "c" and "d" if applicable
  2. CS-16 "d" and "e"
  3. CPS-1; if the case was opened within the last six months because of an investigation or assessment, need initial safety and risk assessments
  4. Any SS-6's
  5. Narratives for the past six months

- For the AC reviews:
  1. Same elements as for the FCS reviews, Items 1-5
  2. CS-1

Resuming Reviews in March

Peer Record Reviews are scheduled to resume during the month of March. Per the CQI process schedule, the reviews should be completed by the end of March and data must be entered into the database by April 4th, 2008. A random selection list has been requested and should be distributed shortly. All of the elements listed above must be included in the case file for the review to be completed. If the information is not printed, the reviewer will not be able to do an appropriate review.

These instructions will change as the QA processes are interfaced with the FACES system.

Necessary Actions:	
1. Review this memorandum with all Children's Division staff. 2. All questions should be cleared through normal supervisory channels or directed to your designated QA Specialists.	
PDS CONTACT: Becky Porter (573) 751-9603 Rebecca.L.Porter@dss.mo.gov	**QA PROGRAM MANAGER:** Susan Savage (573) 751-4319 Susan.K.Savage@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS: N/A	
RELATED STATUTE: N/A	
ADMINISTRATIVE RULES: N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS: G2.6	
SACWIS REQUIREMENTS: Built into business requirements	
RELATED LINKS: CS-130 PRR Instructions CS-130 PRR AC CS-130 PRR CAN Invest CS-130 PRR IIS CS-130 PRR CAN Assess CS-130 PRR Adopt CS-130 PRR FCS CS-130 PRR Res Homes	