

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

July 16, 2008

**What's Inside:**Update for 'Unable  
to Locate' CA/N  
Conclusions**MEMORANDUM**

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: UPDATE FOR 'UNABLE TO LOCATE' CA/N CONCLUSIONS

## DISCUSSION:

The purpose of this memorandum is to inform staff of changes made to the Child Welfare Manual to better clarify steps to take prior to concluding a report of child abuse/neglect with a finding of 'Unable to Locate'. This update is in conjunction with a recent Practice Point.

Consistent with this update the 'Unable to Locate' conclusion may be used **only** after all three of the following criteria have been met: 1.) Not one single child or any parent/caretaker included in the report is located; 2.) The Children's Service Worker has searched all available resources that can help to locate the family and children; and, 3.) The supervisor agrees that sufficient attempts have been made and the Children's Service Worker has exhausted all available resources to locate the family. A list of possible resources has been added to the Child Welfare Manual.

It is expected for all staff, supervisors and management to utilize this updated standard on all open child abuse/neglect reported concerns effective as of the date of this memorandum.

## 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:

PDS CONTACT:  
Scott B. Montgomery, PDS  
573-526-5408

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Melody Yancey  
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CHILD WELFARE MANUAL REVISIONS:  
Section 2 Chapter 4.1.8.6 [Unable to Locate](#)