

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

November 8, 2010

MEMORANDUM**WHAT'S INSIDE:**

- Introduction of the *CD-162 Safety Information Collection Tool*

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

FROM: CANDANCE A. SHIVLEY, DIRECTOR

SUBJECT: INTRODUCTION OF THE *SAFETY INFORMATION COLLECTION TOOL, CD-162*

DISCUSSION:

The purpose of this memorandum is to provide to staff the *Safety Information Collection Tool, CD-162* and instructions. Although new policy will be forth coming regarding the use of this form, this tool is being introduced at this time as follow up and support of the *Framework for Safety Training for Supervisors* conducted over the last few months. The development of the CD-162 as well as the supervisory training curriculum was based on the model for child safety presented in [Framework for Safety in Child Welfare](#). Supervisors were asked to start rolling out these concepts to field staff through in-house training, supervisory review, and supervisory consultation. This model is also being integrated into the existing training curricula provided to new staff and supervisors. It is believed the integration of this model into current practice will benefit our workers by providing structure, focus, and a framework for the collection of safety information, safety assessment, and safety planning.

The purpose of the CD-162 is to:

- Assist workers and supervisors in the safety information collection, safety analysis, documentation, and review of safety information;
- Provide workers with a reference guide in the field when they are conducting interviews of children, caregivers, or collaterals;
- Provide structure and focus to workers in the documentation of safety components in investigation/family assessment narratives and case summaries;
- Provide structure and focus to workers in the documentation of reasonable efforts or making recommendations to the court; and
- Assist supervisors as a fill in tool for evaluating safety plan, conducting supervisory consultations or supervisory reviews.

This tool may be used in all program areas for safety analysis, as well as for development of treatment goals.

Workers will identify and document:

- Identified threat(s) of danger to each vulnerable child(ren);
- Whether the caregiver’s protective capacity is sufficient or insufficient to control any identified threat(s) of danger;
- The agency’s response (if required), and
- How the conditions have changed (progress/resolution/new threats of danger or diminished caregiver protective capacity).

For investigations this information should be documented in the CPS-1 (narrative, strengths and needs section and/or summary and conclusion). For FCS and FCOOHC cases the information should be documented in the contacts and monthly summary.

Staff should begin using the CD-162 effective with the date of this memorandum.

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:	
PDS CONTACT: Randall McDermit 573-751-8932 Randall.D.Mcdermit@dss.mo.gov	PROGRAM MANAGER Amy L. Martin 573-751-2981 Amy.L.Martin@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS: N/A	
FORMS AND INSTRUCTIONS: CD-162 Safety Information Collection Tool Safety Reference Sheet	
RELATED STATUTE: RSMO-Chapter 210	
COUNCIL ON ACCREDITATION S10.3.03	
FACES REQUIREMENTS N/A	

CHILD AND FAMILY SERVICES REVIEW (CFSR)

[CFSR Instrument, Item 2, Recurrence of Maltreatment](#)

[CFSR Instrument, Item 4, Risk and Safety Assessment](#)

ADMINISTRATIVE RULES

N/A

PROTECTIVE FACTORS

Parental Resilience

Social Connections

Knowledge of Parenting and Child Development

Concrete Support in Times of Need

Social and Emotional Competence of Children