

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

January 25, 2011

**What's Inside:**  
**Requirement of Departmental Client Number (DCN) Entry in CA/N Investigations and Family Assessments**

M E M O R A N D U M

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: REQUIREMENT OF DEPARTMENTAL CLIENT NUMBER (DCN) ENTRY IN CA/N INVESTIGATIONS AND FAMILY ASSESSMENTS

DISCUSSION:

The purpose of this memorandum is to inform staff that a Systems Change Request has been processed in FACES to require the entry of DCNs for all household parents, alleged victim children, other household children, and alleged perpetrators. Effective January 26, 2011, DCNs shall be required prior to closing all CA/N Investigations and Family Assessments if the identities of those involved are known to the Division, prior to closing all CA/N Investigations and Family Assessments, except for cases which result in the following determinations:

- Unable to Locate;
- Located out of State;
- Family Assessment – Family Uncooperative Child Safe;
- Conclusions by a School Board; and,
- Inappropriate Report.

A provision has been made to allow a supervisory override at the point of final report approval for situations where information necessary for creating a DCN cannot be obtained. However, supervisors should ensure staff efforts to enter the DCN have been made to the fullest extent possible recognizing the importance of DCNs for accurate CA/N history.

CA/N Investigations completed by the Out-of-Home Investigation (OHI) Unit with a conclusion of child abuse/neglect by a preponderance of evidence will only require DCNs for all children listed as alleged victims and alleged perpetrators.

<b>NECESSARY ACTION</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children’s Division staff.</li> <li>2. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT</b> Scott. B. Montgomery 573-526-5408 <a href="mailto:Scott.B.Montgomery@dss.mo.gov">Scott.B.Montgomery@dss.mo.gov</a>	<b>PROGRAM MANAGER</b> Dena Driver 573-751-3171 <a href="mailto:Dena.D.Driver@dss.mo.gov">Dena.D.Driver@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b>	
N/A	
<b>FORMS AND INSTRUCTIONS</b>	
N/A	
<b>REFERENCE DOCUMENTS AND RESOURCES</b>	
N/A	
<b>RELATED STATUTE</b>	
N/A	
<b>ADMINISTRATIVE RULE</b>	
N/A	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b>	
N/A	
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b>	
N/A	
<b>PROTECTIVE FACTORS</b> N/A	
Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children	
<b>FACES REQUIREMENTS</b>	
As stated in the memorandum.	