

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

May 13, 2011

**What's Inside:**  
Procedures for Sharing  
Information During the  
Child Abuse/Neglect Administrative  
Review Process

## 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: PROCEDURES FOR SHARING INFORMATION DURING THE  
CHILD ABUSE/NEGLECT ADMINISTRATIVE REVIEW  
PROCESS.

## DISCUSSION:

The purpose of this memorandum is to inform staff additional revisions have been made in conjunction with [CD10-97](#). These revisions include changes to the Child Welfare Manual [Section 5 Chapter 2.4 Procedures for Sharing Information](#) and modifications to the following forms, which may be found in CD Forms on the desktop of staff's computers:

- Administrative Review Disposition Letter, CS-21D;
- Administrative Review Ineligibility Letter, CS-21E ;
- Prosecuting Attorney Notification Letter, CS-21F ;
- De Novo Judicial Review Disposition Letter, CS-21G; and
- Administrative Review Checklist.

Two flowcharts have been developed and placed on E-forms under [Reference Documents and Resources](#) to provide staff with a visual reference to better understand the administrative review process when there are pending criminal charges and the recent changes in the Division's procedures for sharing information during the child abuse/neglect administrative review process. These flowcharts are under the following titles:

- Administrative Review Process When There are Pending Criminal Charges; and
- Release of CA/N Records When There Are Pending Criminal Charges.

<b>NECESSARY ACTION</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children’s Division staff.</li> <li>2. Review revised Child Welfare Manual chapters as indicated below.</li> <li>3. 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> <a href="#">Section 5 Chapter 2.4 Procedures for Sharing Information</a>	
<b>FORMS AND INSTRUCTIONS</b> Administrative Review Disposition Letter, CS-21D Administrative Review Ineligibility Letter, CS-21E Prosecuting Attorney Notification Letter, CS-21F De Novo Judicial Review Disposition Letter, CS-21G Administrative Review Checklist	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> Administrative Review Process When There are Pending Criminal Charges Release of CA/N Records When There Are Pending Criminal Charges	
<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> N/A	