

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

May 13, 2011

What's Inside:Introduction of the CS-24B,
Call-Out Procedures and
Revision of the Newborn
Crisis Assessment Tool

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: INTRODUCTION OF THE CS-24B, CALL-OUT PROCEDURES
AND REVISIONS OF THE NEWBORN CRISIS ASSESSMENT
TOOL

DISCUSSION:

The purpose of this memorandum is to introduce the Description of the Newborn Crisis Assessment Process form, CS-24B, provide a clarification about call-out procedures, and to inform staff that revisions have been made to the Newborn Crisis Assessment Tool (NCAT). The development of the CS-24B and revisions to the NCAT are both results of the Continuous Quality Improvement (CQI) process.

Policy has been updated to reflect the need for staff to provide families with the CS-24B as a requirement in the completion of a newborn crisis assessment referral. This form may be located in the CD Forms folder on the desktop of staff computers. The form is not presently generated or tracked in FACES as a manual activity. Therefore, staff should document the provision of the CS-24B in the narrative section of the referral.

A clarification is being provided to staff that all Newborn Crisis Assessment referrals will be called out to the field consistent with any other calls, which require a priority level one response time (i.e., 3 hours to assure initial children's safety). Staff performing on-call duties should expect to receive Newborn Crisis Assessment referral calls as they would any other emergency report alerted to the field by the Child Abuse Neglect Hotline Unit. Children's safety may be assured by face to face contact or through multidisciplinary contact in order to meet the initial contact timeframe.

The NCAT has been revised to allow staff to document two additional family characteristics. Under the Paternity section, staff will now be able to indicate that the father's name does not appear on the birth certificate. Within the Behavior Associated with Drug and Alcohol section, staff will now be able to identify that there does not appear to be any drug or alcohol related concerns.

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division staff. 2. Review revised Child Welfare Manual chapters as indicated below. 3. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT Scott. B. Montgomery 573-526-5408 Scott.B.Montgomery@dss.mo.gov	PROGRAM MANAGER Dena Driver 573-751-3171 Dena.D.Driver@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS Section 2 Chapter 6.2 The Children’s Division’s Role in Drug-Involved Cases	
FORMS AND INSTRUCTIONS Description of the Newborn Crisis Assessment Process CS-24B Newborn Crisis Assessment Tool (NCAT)	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE N/A	
ADMINISTRATIVE RULE N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A	
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A	
PROTECTIVE FACTORS N/A Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children	
FACES REQUIREMENTS N/A	