

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

April 13, 2012

<p>What's Inside: Updated CA/N Chief Investigator Consultation Process</p>

MEMORANDUM

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: UPDATED CA/N CHIEF INVESTIGATOR CONSULTATION PROCESS

DISCUSSION:

The purpose of this memorandum is to inform staff of revisions made to the Child Welfare Manual regarding the CA/N Chief Investigator Consultation Process. Effective immediately, staff are no longer required to complete the CA/N Chief Investigator Log, CD-154. The CD-154 and instructions are rescinded. These updates in policy and protocol have been made in conjunction with a CA/N workgroup which convened to identify ways to streamline the CA/N process.

Child Welfare Manual Revisions

The revisions to policy have clarified that some portions of the Chief Investigator review may be conducted over the telephone in cases of emergency situations. When these situations occur, staff should document the date and time of the consultation in the case narrative in FACES. The Chief Investigator's approval of the safety assessment and/or safety plan should also reflect the date on which they provided initial oversight.

NECESSARY ACTIONS:

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

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573-526-5408
Scott.B.Montgomery@dss.mo.gov

PROGRAM MANAGER

Dena Driver
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CHILD WELFARE MANUAL REVISIONS

[Section 1 Chapter 1.3.1 Chief Investigator](#)

[Section 2 Chapter 4.1.5 Safety Assessment](#)
[Section 2 Chapter 5.3 Conducting a Family Assessment](#)

FORMS AND INSTRUCTIONS

CA/N Chief Investigator Log, CD-154
CA/N Chief Investigator Log, CD-154 Instructions

REFERENCE DOCUMENTS AND RESOURCES

N/A

RELATED STATUTE

§ 210.145 RSMo

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.