

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

April 13, 2012

<p><u>What's Inside:</u> Release of CA/N Records</p>

MEMORANDUM

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: RELEASE OF CHILD ABUSE/NEGLECT (CA/N) RECORDS

DISCUSSION:

The purpose of this memorandum is to inform staff of revisions made to the Child Welfare Manual to further clarify the guidelines for disclosure of information pertaining to a CA/N Investigation, Family Assessment or Non-Caretaker Referral, specifically regarding the release of the reporter's identity.

The CA/N Records Cover Sheet has also been revised to support field personnel's ability to notify persons receiving information pursuant to §210.150 RSMo. of the purpose for which the information is released and of the penalties for unauthorized dissemination of information. Staff must attach the CA/N Records Cover Sheet on any disseminated written records. It is then the recipient's responsibility to ensure the information is not re-released to other parties.

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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Scott.B.Montgomery@dss.mo.gov

PROGRAM MANAGER

Dena Driver
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CHILD WELFARE MANUAL REVISIONS

[Section 5 Chapter 2.1 CA/N Investigations/Family Assessments](#)
[Section 5 Chapter 2 Attachment A: Cover Sheet For Release Of CA/N Records](#)

FORMS AND INSTRUCTIONS

[CA/N Records Cover Sheet](#)

REFERENCE DOCUMENTS AND RESOURCES

N/A

RELATED STATUTE RSMo 210.150
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