

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

June 18, 2012

What's Inside:
Reminder to staff
to input, review
and update the
Race and Ethnicity
in the Common
Area

M E M O R A N D U M

TO: ALL REGIONAL AND COUNTY CHILDREN'S DIVISION AND
FAMILY SUPPORT DIVISION STAFF

FROM: CANDACE A. SHIVELY, DIRECTOR
CHILDREN'S DIVISION
ALYSON CAMPBELL, DIRECTOR
FAMILY SUPPORT DIVISION

SUBJECT: UPDATING RACE AND ETHNICITY INFORMATION FOR
PARTICIPANT DEPARTMENTAL CLIENT NUMBER

DISCUSSION:

The purpose of this memorandum is to remind staff to input, review, and update the race and ethnicity data for the Departmental Client Number (DCN) in the Common Area for program participants. The correct entry and updating of demographic information will assist in identifying the population of participants served by Departmental programs. While it is recognized that "unknown" is a category available for selection when assigning DCNs, staff is expected to input the race and ethnicity data when made available by program participants or through other documentation.

It is imperative that staff strive to input, review and update the race and ethnicity data for all participants, especially children. Reference documents outlining how to assign, find, update a DCN, and information about DCN assignment for Food Stamp internet applications is attached for staff review. Staff will need to press F5 to update the race and/or ethnicity for a participant on the SUPD screen. We share the above information in an effort to improve our data collection and integrity in program reporting. Supervisors are encouraged to discuss this information with all staff.

NECESSARY ACTION

1. Review this memorandum with all Children's Division and Family Support Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

PDS/MAS II CONTACT Lora Brown 573-526-3011 Lora.K.Brown@dss.mo.gov	PROGRAM MANAGER Alicia Jenkins 573-751-6793 Alicia.Jenkins@dss.mo.gov
CHILD CARE MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES How to Assign a DCN How to find a DCN How to Use SUPD Assigning DCN's for web applications: http://dssweb/fsd/manual/memos/memos_12/im29_12.html	
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 Parental Resilience - N/A Social Connections - N/A Knowledge of Parenting and Child Development - N/A Concrete Support in Times of Need – N/A Social and Emotional Competence of Children - N/A	
FACES REQUIREMENTS N/A	