

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

January 02, 2013

What's Inside: Automated Printing of the Division's Confidentiality Coversheet

MEMORANDUM

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: AUTOMATED PRINTING OF THE DIVISION'S CONFIDENTIALITY COVERSHEET

DISCUSSION:

The purpose of this memorandum is to inform staff an update has been made in FACES to automate the printing of the Division's confidentiality coversheet to include with a Child Abuse/Neglect (CA/N) Investigation or Family Assessment when a request is made for a record copy. This change was made as a result of the Continuous Quality Improvement process.

Policy was revised with [CD12-38](#), which amended the CA/N Records Cover Sheet language as presented in the Child Welfare Manual to notify persons receiving information pursuant to §210.150 RSMo. The coversheet explains the purpose for which the information is released and the penalties for unauthorized dissemination of information. Policy requires staff to attach the CA/N Records Cover Sheet on any disseminated written records.

NECESSARY ACTIONS:

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

PDS CONTACT

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CHILD WELFARE MANUAL REVISIONS

N/A

FORMS AND INSTRUCTIONS

N/A

REFERENCE DOCUMENTS AND RESOURCES N/A
RELATED STATUTE 210.150 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