

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

January 24, 2013

MEMORANDUM**What's Inside:**Changes to the  
CS-1 in FACES

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: CHILD ASSESSMENT AND SERVICE PLAN SCREEN  
REVISION IN FACES

## DISCUSSION:

The purpose of this memorandum is to introduce enhancements to the Child Assessment and Service Plan, CS-1 screen in FACES. These enhancements are the result of a system change requested, processed, and prioritized by the [Change Control Board](#). These changes will reduce duplication, improve data accuracy, and allow staff to apply the data entered in certain text box fields on a child's CS-1 to a sibling's CS-1 provided the sibling meets the following criteria:

- The sibling has a relationship of sibling or half-sibling
- The sibling has the same case number
- The sibling is legal status 1

To apply information to a sibling, the worker must add a CS-1 for the sibling by clicking the Add Child Assessment and Service Plan button and entering begin and end dates that match the original sibling. Data cannot be applied if the CS-1 of the subsequent sibling has different begin and end dates from the CS-1 of the original sibling. The worker has the option to apply the data from the following fields:

- Original Reason for Placement/Custody/Jurisdiction
- Reason IIS Referral was not Made
- Summary of Reasonable Efforts to Prevent Placement
- Summary of Reasonable Efforts to Facilitate Reunification and Provide Permanency
- Summary of Visitation for Period Reviewed
- Describe How Safety in Placement was Assured Initially
- Describe How Safety in Placement Continues to be Assured

In addition, the size allotted for each of the text boxes listed above has been increased. These changes will be effective tomorrow's date.

<b>NECESSARY ACTION:</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children’s Division staff.</li> <li>2. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT:</b>	<b>PROGRAM MANAGER:</b> Christy Collins (573) 751-9603 <a href="mailto:Christy.Collins@dss.mo.gov">Christy.Collins@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS:</b> N/A	
<b>FORMS AND INSTRUCTIONS</b> N/A	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> N/A	
<b>RELATED STATUTE</b> N/A	
<b>ADMINISTRATIVE RULE</b> N/A	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> N/A	
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> N/A	
<b>PROTECTIVE FACTORS</b> 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	
<b>FACES REQUIREMENTS</b> As noted in the memorandum.	