

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 5, 2013

M E M O R A N D U M

What's Inside:

Procedure for registration of children in the Missouri Heart Gallery 2014. Introduction of revised CD-121.

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

FROM: TIM DECKER, DIRECTOR

SUBJECT: Missouri Heart Gallery 2014 Registration Procedure

DISCUSSION:

The purpose of this memorandum is to make staff aware of the procedure for registering children in the 2014 Missouri Heart Gallery, as well as introducing the new Missouri Waiting Child Registration Form-CD 121. To maximize the opportunities for waiting children to find permanency every effort should be made to recruit families. The CD-121 has been revised to assist staff in gathering the information necessary for this maximized recruitment. Completion of the CD-121 allows staff to capture, in one document, all of the information necessary to thoroughly recruit for adoptive resources.

Featuring children on AdoptUSKids is Missouri's primary recruitment effort. Effective with this memo; children must be featured on the AdoptUSKids website before their Heart Gallery registration will be accepted. If staff are not already users on the AdoptUSKids website, they may contact their assigned administrator or the Adoption Unit in Central Office to be given a user id and password.

The 2014 Missouri Heart Gallery will again be an electronic (media) gallery. Each region will receive 8x10 images of children from their region who are featured in the gallery for display at their events. Regions will also receive extra images of children from their neighboring region and should be flexible in exchanging with other non-neighboring regions.

The following items are needed to complete the registration process:

1. Completed [Missouri Waiting Child Registration Form – CD121 \(Revised 11/13\)](#) and **completed AdoptUSKids registration;**
2. Current long profile, short profile/media profile as well as a mini profile to be used for the Heart Gallery book-examples may be found at [Missouri Heart Gallery](#);
3. Consent to Release Identifying Information for Adoption Purposes, [CD-AEM-1b](#) or a court order giving permission for media recruitment; and

4. Current .jpg digital photo

Incomplete or out of date items will be returned for completion or updating before the youth can be registered in the Heart Gallery. The mini profile to be used for the Heart Gallery booklet will be reviewed and may be revised by the Central Office Adoption Unit. The completed waiting child registration form, photo, and profile are to be submitted by **January 20, 2014.**

Please **email** all attachments in one email to both Sarah Bashore, Central Office Adoption Unit and Meredith Burkett, at the Adoption Exchange using the following e-mail addresses:

Sarah.Bashore@dss.mo.gov **and** mburkett@adoptex.org

For Question, call: Sarah (573) 751-0311 or Meredith (314) 291-3313

NECESSARY ACTION	
<ol style="list-style-type: none"> 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 Sarah Bashore (573) 751-0311 Sarah.Bashore@dss.mo.gov	PROGRAM MANAGER Amy Martin (573) 751-3171 Amy.L.Martin@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS	
N/A	
FORMS AND INSTRUCTIONS	
Missouri Waiting Child Registration, CD-121	
REFERENCE DOCUMENTS AND RESOURCES	
MO Heart Gallery The Adoption Exchange AdoptUSKids	
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	
Social Connections Concrete Support in Times of Need Social and Emotional Competence of Children	
FACES REQUIREMENTS	
N/A	