

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

October 22, 2014

MEMORANDUM

What's Inside:
Policy change conference calls

TO: REGIONAL DIRECTORS, FIELD SUPPORT MANAGERS, CIRCUIT MANAGERS, AND SUPERVISORS

FROM: TIM DECKER, DIRECTOR

SUBJECT: CONFERENCE CALLS FOR POLICY/PRACTICE CHANGES

DISCUSSION:

The purpose of this memorandum is to introduce a standardized process for conducting conference calls prior to the implementation of a policy or practice change. This suggestion comes as a result of a Continuous Quality Improvement (CQI) request to ensure staff are given every opportunity to participate. The conference calls will be scheduled the second Friday of each month at 9:00am beginning November 14, 2014, with a back up day on the fourth Friday of each month at 9:00am. Should the need arise, additional conference calls could be scheduled. Staff will be given information regarding the proposed change and call in number prior to the call. If there is no policy or practice change to cover, the conference call will be cancelled. These webinars are informational and participation is encouraged, however staff should use discretion whether or not to participate in the webinars.

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:	UNIT MANAGER: Christy Collins (573) 751-9603 Christy.Collins@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS: N/A	
FORMS AND INSTRUCTIONS N/A	

REFERENCE DOCUMENTS AND RESOURCES N/A
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 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