

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

June 15, 2016

M E M O R A N D U M

What's Inside:
New CD Eforms
webpage with
improved search

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

FROM: TIM DECKER, DIRECTOR

SUBJECT: NEW CHILDREN'S DIVISION EFORMS WEBPAGE

The purpose of this memorandum is to introduce the new Children's Division Eforms page with improved search capabilities. The revised Eforms page is in response to requests from the field through CQI to provide a more effective way to search and find forms. Staff accessing forms from the intranet will pull up the "Employee Access Eforms" page and for anyone accessing forms from the internet; the eforms page will list only those forms which are accessible by the public.

Employee Access Eforms

[Employee Access Forms](#), accessible from the CD intranet will provide a listing of all Division forms. There are links to both forms that are accessible to the public as well as "employee access only" forms. This eliminates the need for the worker to go to the "AllForms Drive" to look for "employee access only" forms by form numbers. These forms are now stored on the intranet which are linked directly to the page. "Employee only forms" will have a yes in the employee only forms column, but will have an active link to the form. There are still forms which are listed as FACES generated or can only be ordered from the warehouse.

Public Access Forms

[Public Access Forms](#) will be accessed from the internet and will list only those forms that are accessible to the public.

Improved Search

The Search field, located on the right directly above the table, is the most effective way to find a form. This search filters in every column. Staff can search by form number, form title, or category and the number of entries are quickly reduced. For instance there were about 473 forms at the time of this memo. If you enter CD, the number is cut to 229 entries. If you enter CD-2 it cuts down your entries to 36, at which point you can easily scroll down the list. If you enter "adoption" the search will show 46 entries which either have adoption in the category or the form name. Typing the whole form number should give you the form you are looking for.

Another option is to click on the column heading. This function sorts the entire listing alphabetically by the column you choose, but does not reduce the number of entries.

Staff will also see that the listing is split up into pages. Limiting the number of entries shown will improve the time it takes to load the page. The number of entries shown is set at 50, however staff have the option to enter 10, 25, 50, or 100 in the dropdown at the top left of the table. Again using the search field is the most effective way to retrieve the form you need.

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 Randall McDermit (573) 751-8932 Randall.D.McDermit@dss.mo.gov	UNIT MANAGER Tiffany Moore 573-522-8024 Tiffany.moore@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS Employee Access Forms - http://dssweb/cs/forms/index.htm Public Access CD Eforms - http://dss.mo.gov/cd/info/forms/index.htm	
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	