

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

September 14, 2016

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: TIM DECKER, DIRECTOR

SUBJECT: REVISION OF CHILD ABUSE/NEGLECT (CA/N) RECORDS COVER SHEET

DISCUSSION:

The purpose of this memorandum is to inform staff of revisions to the Child Abuse/Neglect (CA/N) Records Cover Sheet consistent with recent manual changes made pertaining to the release of records. (Memo CD16-49)

The CA/N Records Cover Sheet automatically displays as a cover page when printing the CPS-1. The Child Welfare Manual has been updated accordingly to ensure staff has the ability to print the cover sheet separately when needed for the release of records. In an effort to ensure consistent practice, all prior versions of the CA/N Records Cover Sheet should no longer be used and taken out of circulation.

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children's Division staff. 2. Review revised Child Welfare Manual chapters as indicated below. 3. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT John Steinmeyer 573-751-8930 John.D.Steinmeyer@dss.mo.gov	MANAGER CONTACT Christy Collins 53-751-9603 Christy.Collins@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS CWM Section 5, Chapter 2, Attachment A	

FORMS AND INSTRUCTIONS

[CAN Records Cover Sheet](#)

REFERENCE DOCUMENTS AND RESOURCES

N/A

RELATED STATUTE

[RSMo. 210.150](#)