

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

AUGUST 9, 2017

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: TIM DECKER, DIRECTOR

SUBJECT: SOCIAL MEDIA ADVANCEMENTS IN THE DEPARTMENT OF SOCIAL SERVICES

DISCUSSION:

The purpose of this memorandum is to announce social media advancements in the Department of Social Services. The Children's Division will post information on the Department's Facebook page to keep constituents, stakeholders and the public informed about the great work being done to advance child welfare in Missouri. In addition to Facebook (<https://www.facebook.com/MOSocialServices/>), the Department utilizes Twitter (@DSS_Missouri) and LinkedIn (<https://www.linkedin.com/company-beta/24793800/admin/updates/>).

Child Welfare Practitioners and Field Leadership are encouraged to contribute by forwarding information about upcoming local/regional events, community partnerships and/or recognitions through normal supervisory channels to be used on social media. Please include visuals or photographs as appropriate.

Photos that are submitted may be used on social media. It is assumed that if a photo is submitted, Children's Division staff obtained permission for the photograph to be posted. Staff should work to maintain the confidentiality of children and families and continue adherence to applicable laws and policies.

Suggested postings or tweets should be sent to CD.Communications@dss.mo.gov as soon as possible. In order to keep the public informed, and to tell our story in a meaningful way, it is important that suggested postings are accurate and sent in a timely manner.

All suggestions will be reviewed and the Department of Social Services and the Children's Division Communications Team at Central Office will determine which submissions to post. Decisions will be based on the volume of suggestions and the content of each message. If a submission is not time sensitive, it may be saved and posted at a later date.

Department of Social Services and Children’s Division Central Office staff will monitor messages posted on the Department’s Facebook account and will respond as needed.

Children’s Division staff are encouraged to review DSS Administrative Policies regarding Work Rules (2-115), Code of Conduct (2-120), and Information Security Management (6-100).

NECESSARY ACTION 1. Review this memorandum with all Children’s Division staff. 2. All questions should be cleared through normal supervisory channels and directed to:	
MASII CONTACT Scott B. Montgomery, MSW 573-526-5408 Scott.B.Montgomery@dss.mo.gov	DEPUTY DIRECTOR CONTACT Susan Savage, MSW 573-751-4319 Susan.K.Savage@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE N/A	