

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

NOVEMBER 28, 2017

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: TIM DECKER, DIRECTOR

SUBJECT: FACES ENHANCEMENTS TO CHILD FATALITY REPORTS AND SEVERITY LEVELS

DISCUSSION:

The purpose of this memorandum is to inform staff of FACES enhancements to child fatality reports and severity levels.

The child fatality reporter/worker description codes will no longer be available on the Individual Conclusion screen in the Investigation and Assessment function of FACES: Child fatality (B1 and B2), Household sibling of deceased child (B3). These codes will be retained on the CA/N-1, but only for the purposes of alerting staff to the fatality.

Staff will now only be required to enter a severity level of 'fatal' or 'non-fatal' on preponderance of evidence findings. FACES will default all other conclusion types to 'non-applicable'. When a child has died **as a result of child abuse and neglect**, staff must enter the severity code of 'fatal'. FACES will then require staff to enter a date of death, if not already entered by Child Abuse and Neglect Hotline Unit. The date of death will populate on the Individual screen and on the Participant Characteristics screen, but can be updated by field staff. A button on the Individual Conclusion screen will navigate to the Individual screen where date of death will be entered. A return button will navigate back to Individual Conclusion screen where date of death will now display. It will also display on the Participant Characteristics screen. Date of death can only be added on the Individual screen.

**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:

<b>PDS CONTACT</b> Kara Wilcox-Bauer 573-526-9707 <a href="mailto:Kara.B.Wilcox-Bauer@dss.mo.gov">Kara.B.Wilcox-Bauer@dss.mo.gov</a>	<b>MANAGER CONTACT</b> Christy Collins 573-751-9603 <a href="mailto:Christy.Collins@dss.mo.gov">Christy.Collins@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b> N/A	
<b>FORMS AND INSTRUCTIONS</b> N/A	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> N/A	
<b>RELATED STATUTE</b> N/A	