



Practice Points

Completing a Search Before Assigning a DCN

The purpose of this Practice Point is to remind staff of the importance of completing a thorough search for an existing Department Client Number (DCN) before assigning a DCN. The Department of Health and Senior Services (DHSS) assigns DCNs to children born in Missouri. Divisions within the Department of Social Services (DSS) may also assign DCNs. Once assigned, DCNs cannot be deleted.

There are an increasing number of duplicate DCNs being assigned to one person. This can cause issues with accurately identifying individuals involved in child abuse/neglect hotlines and/or individuals receiving services from DSS.

The Family Support Division recently issued memorandum [IM-64](#), which outlines the process to search and to assign DCNs. In addition, the following links were published in [CD12-60](#) to assist staff in searching and assigning DCNs:

- [How to Assign a DCN](#)
- [How to find a DCN](#)
- [How to Use SUPD](#)

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