

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

April 26, 2019

MEMORANDUM

TO: Children's Division Supervisors, Circuit Managers, Field Support Managers, Program Managers, Regional Directors, FCCM Managers, and Central Office Staff

FROM: Susan Savage

SUBJECT: Repurposing of PERForM share drive

DISCUSSION:

As part of the Quality Assurance System ongoing evaluation of Children's Division data and in support of the Child and Family Services Review findings, there will be some changes in structure and data found on the PERForM drive.

As of May 15, 2019, the PERForM Drive will become known as the DATA drive. The drive will house many of Children's Division shared data reports. Management personnel, supervisors and above will have access to the newly named DATA drive and this will allow access to data reports and decrease the number of emails with large files filling Office Outlook mailbox space.

Staff will be able to access files they need to make data informed decisions. Staff should download the files they need to their computers. Files should not be saved to the DATA drive nor should folders be added or moved. FCCM staff will continue to receive their data from Children's Division liaisons and Quality Assurance staff as they have before.

To access the DATA drive, staff should go to their share drive view on their computers. The DATA drive will be listed there and take the place of the PERForM drive.

Examples of reports to be posted on the DATA drive include:

LS increase decrease
Entries and Exits

CAN reports
 FCI reports
 Weekly entries
 Service worker-AC worker visits
 Older Youth Summaries
 Monthly LS
 Vendor List
 LS1 report
 HCY report
 DOC report
 Open FCS

Reports currently on the PERForM drive have been evaluated and due to changes in requirements, practice, and/or policy, some of the reports are no longer used and will be discontinued. See table below:

CAN Initial Contact	Requires logic changes but will remain
CAN Timely Completion of CA/N reports	Requires logic changes but will remain
CAN Chief Investigator Signature	Discontinue
FCS Parent visits	Requires logic additions due to Program Improvement Plan (PIP) -will remain
AC Parent Visit Report	Requires logic additions due to PIP -will remain
Monthly Summaries	Discontinue
Timely PPRTs	Discontinue
AC Worker Child Visits	Remain
FCS Worker Child Visit Report	New due to PIP
Timely Approval of Case Closures	Discontinue
SCRTs	Discontinue
Assessment within 180 days	Discontinue
AdoptUSKids	Discontinue
Rel/Kin assessments within 90 days	Discontinue
Timely re-licensure of Resource Homes	Discontinue
ICPC Timeliness	New—in development

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:

MAS II CONTACT Joni Ralph MASII Joni.L.Ralph@dss.mo.gov	MANAGER CONTACT Julie Starr QA Unit Manager Julie.L.Starr@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE N/A	