



# Practice Points

## **Administrative Review Process**

The initial Preponderance of Evidence (POE) conclusion is a preliminary finding and the alleged perpetrator is not placed on the central registry until they either fail to request a timely review or the appeal process is complete. Therefore, it is imperative that the administrative review process is completed as timely as possible. Several procedures have been implemented to assist in the timely completion of administrative reviews. The purpose of this Practice Point is to provide clarification on these procedures. An administrative review flow chart has also been created and can be found at <http://dssweb/cs/forms/pdf/Administrative-Review-Flow-Chart.pdf>.

### **Administrative Review Requests**

When an alleged perpetrator submits a request for an administrative review to the county office, it should be scanned and sent to the administrative review mailbox at [DSS.CD.AdminReview@dss.mo.gov](mailto:DSS.CD.AdminReview@dss.mo.gov). The primary purpose of this mailbox is to assist circuits in tracking the administrative review process to assist in timely reviews. When there are criminal charges pending, the appeal process can be significantly delayed. Administrative review staff that monitor this mailbox will send regular reminders to the circuit manager to check on the status of the criminal charges to help ensure completion of the review once the criminal charges are resolved. The only thing that staff need to initially send when a review request is received is the request itself. The circuit manager can proceed with the administrative review prior to receiving a response to ensure the administrative review is completed within ten (10) working days, pursuant to [13 CSR 35-31.025](#). Upon completion of the administrative review, the circuit manager should send a copy of the Administrative Review Disposition Letter (CS-21d) to the mailbox referenced above. If there are pending criminal charges related to the POE, then a copy of the Administrative Review Ineligibility Letter (CS-21e) should be sent to the mailbox instead of the CS-21d.

### **Child Abuse and Neglect Review Board (CANRB) Referrals**

When the Circuit Manager, or designee, completes an administrative review and upholds any POE finding, the Administrative Review Checklist and the entire investigative record should be sent to the CANRB request mailbox at [DSS.CD.CANRB@dss.mo.gov](mailto:DSS.CD.CANRB@dss.mo.gov). Staff should make sure to include colored scans of any photographs, or include them in a separate file attached to the referral. Please note, the CANRB referral is the only process described in this Practice Point that staff need to send to the entire investigative record.

### **Court Adjudication Referrals**

When there is juvenile court adjudication or a criminal conviction that coincides with a POE finding, staff may make a referral to the court adjudication mailbox at [CD.CourtAdjudication@dss.mo.gov](mailto:CD.CourtAdjudication@dss.mo.gov) for a determination of a court adjudicated conclusion of the hotline. For juvenile court adjudications, staff should include in the email the incident number, the perpetrator's name, the juvenile court petition or final amended petition, and the adjudication order. For criminal convictions, staff should include in the email the incident number, the perpetrator's name, and the criminal court case number. Due to the fact that administrative reviews must be completed within ten (10) days, and to facilitate the most timely scheduling of the CANRB hearing, staff should not wait until they receive a response regarding a court adjudication conclusion decision prior to completing the administrative review. Staff should complete the administrative review and make the CANRB referral. If a decision is later made that court adjudication criteria are met, staff will then complete the Administrative Review Ineligibility Letter (CS-21e) and the CANRB hearing will be cancelled. Please note, placement on the central registry is no longer limited to investigations with a POE finding. Refer to [CD16-25](#) for more information regarding the Court Adjudication Central Registry.

In summary, three (3) mailboxes are in place to assist in the administrative review process:

<b>Address</b>	<b>Documentation Required</b>
<a href="mailto:DSS.CD.AdminReview@dss.mo.gov">DSS.CD.AdminReview@dss.mo.gov</a>	Perpetrator's administrative review request CS-21d or CS-21e once the review is completed
<a href="mailto:DSS.CD.CANRB@dss.mo.gov">DSS.CD.CANRB@dss.mo.gov</a>	Administrative Review Checklist Copy of the investigative record
<a href="mailto:CD.CourtAdjudication@dss.mo.gov">CD.CourtAdjudication@dss.mo.gov</a>	Incident number Perpetrator's name Petition or final amended petition (juvenile court referrals only) Adjudication order (juvenile court referrals only) Criminal case number (criminal conviction referrals only)

For more information about the administrative review process, please see [Section 2 Chapter 4.5](#) of the Child Welfare Manual.

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