

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF
FROM: DAVID WOOD DIRECTOR
SUBJECT: NEWBORN CRISIS ASSESSMENT TOOL AND INSTRUCTIONS

DISCUSSION:

The purpose of this memorandum is to introduce the updated Newborn Crisis Assessment Tool and instructions.

Newborns and infants are the most vulnerable population that we serve due to their basic welfare being dependent on others. In some instances, a physician or healthcare provider may be hesitant about releasing an infant from the hospital due to concerns of parental drug use or other potentially dangerous household conditions. A Newborn Crisis Assessment is generated because of concerns that have been reported by the physician or healthcare provider when assessing the home and family functioning. A physician or healthcare provider may also make a non-drug related referral when concerned about releasing a newborn from the hospital. Non-drug involved referrals will be accepted until the child is one year of age.

The Newborn Crisis Assessment Tool (NCAT) is to be used to assess the circumstances surrounding the newborn and to document the response by the Children's Division to any needs and services.

The following are now required to complete a Newborn Crisis Assessment:

- The NCAT is to be completed on every Newborn Crisis Assessment received.
- The NCAT is located on E-Forms and after completion shall be uploaded into OnBase.
- Initial contact with the child and family, home visits, collateral contacts, phone correspondence, and any additional contacts shall be documented in the Contact Communication section in FACES.
- The worker must document that the child(ren) was verified as "SAFE" in the contact.

- To reduce redundant work, summarize the assessment of the family in the contact but do not repeat what has already been entered into the NCAT.
- The SOS Mapping Tool (CD-218) may be utilized by the worker to assist developing the Plan of Safe Care with the family.
- The Plan of Safe Care shall be documented on the NCAT.
- On the Conclusion Screen, summarize your assessment of the newborn and family in the Actions Taken Summary Section. The Actions Taken Summary may mirror the Other Observations, Concerns or Recommendations section on the NCAT.

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division staff. 2. Review revised Child Welfare Manual chapters as indicated below. 3. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT PDS Name: Cari Pointer PDS E-mail: Cari.A.Pointer@dss.mo.gov	MANAGER CONTACT Manager’s Name: Kara Wilcox Manager’s E-mail: Kara.B.Wilcox-Bauer@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS https://dssmanuals.mo.gov/child-welfare-manual/section-2-chapter-4-non-child-abuse-neglect-referrals-subsection-4-newborn-crisis-assessments/#Steps	
FORMS AND INSTRUCTIONS NCAT NCAT Instructions	
REFERENCE DOCUMENTS AND RESOURCES NA	
RELATED STATUTE NA	