

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: JOANIE ROGERS, INTERIM DIRECTOR

SUBJECT: FACES ENHANCMENT: CASE INDICATOR FOR CHILDREN'S SERVICES WORKER III & IV

DISCUSSION:

In July 2014 job classifications of 'Children's Service Worker III' [Social Services Specialist] and 'Children's Service Worker IV' [Senior Social Services Specialist] were added to the Children's Division through the Career Ladder. This provided the opportunity to advance within Children's Division based on experience, competency, and performance. The purpose of the Career Ladder was to increase retention, improve performance and effectiveness of Children's Service Workers, and keep tenured team members on the frontlines working with children, youth, and families.

On October 1, 2020 an indicator will be displayed in FACES on the 'CA/N Report and Referral Status Log' screen titled 'Consider Assignment to CSWIII or IV'. This indicator should be utilized in making case assignment decisions when a CSWIII or IV is available.

Cases that will have this indicator include:

- Level 1 Policy Calls
 - Condition 1: Serious physical abuse of a child is alleged and household children remain in the home and in danger of immediate harm. Serious abuse/injuries include excessive bruises or welts, broken bones, burns, internal injuries, unconsciousness, etc. that require immediate medical care.
 - Condition 2: A child has died from alleged child abuse or neglect and household children remain in the home.
 - Condition 3: There are sexual abuse allegations in a licensed foster home with children remaining in the home
- All calls with Reporter Description Codes of XX (Abusive Head Trauma)
- All calls with Reporter Description Codes of HT (Human Trafficking).

As with all case assignments, consideration of the allegations, family history, and specific team member strengths and workload capacity must be considered to determine the most appropriate Children’s Service Worker for case assignment.

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: 	
CENTRAL OFFICE CONTACT Kara Wilcox Prevention and Safety Unit Manager Kara.B.Wilcox-Bauer@dss.mo.gov (573) 526-9707	MANAGER CONTACT Sara Smith Deputy Director Sara.E.Smith@dss.mo.gov (573) 751-9603
CHILD WELFARE MANUAL REVISIONS	
N/A	
FORMS AND INSTRUCTIONS	
N/A	
REFERENCE DOCUMENTS AND RESOURCES	
N/A	
RELATED STATUTE	
N/A	