

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: JOAN ROGERS, INTERIM DIRECTOR
SUBJECT: REVISIONS TO THE CRITICAL EVENT NOTIFICATION FORM

DISCUSSION:

The purpose of this memorandum is to introduce revisions made to the Critical Event Notification Form (CS-23) and corresponding updates made to the Child Welfare Manual Section 8 Chapter 9, Fatality/Critical Event Reporting and Review Protocol.

The purpose of the CS-23 is to provide a method for collecting accurate, consistent information quickly, and to notify CD Administration of a critical event. Revisions have been made to the CS-23 to make reporting these critical events to Central Office more seamless. Language has been changed on the form to remove the use of categories and submission is based only on the type of critical event.

Staff should check only the one most appropriate category associated with the critical event:

- Fatality
- Near Fatality
- Suicide
- Serious Bodily Injury

Staff should check all that apply for the reported critical event:

- Active Agency Involvement at the time of Critical Event (e.g., investigation, assessment, referral, FCS/IIS). Include call case number of the current active case.
- Victim child is in the legal custody of the Children's Division
- Prior Children's Division involvement with the family of concern within the past three years or if child is under 5, any prior involvement.
- If none of the above apply but there is a child abuse/neglect investigation associated with the critical event, a CS-23 is still completed.

Staff should also utilize the CS-23 to report the following situations that do not meet the criteria for a critical event:

- Media Attention – The event has generated, or is likely to generate media attention
- Child in Foster Care – which involves sexual abuse, exploitation or assault of a child in foster care
- Threat to Employee Safety.

If criteria is met for a CS-23 to be completed (as outlined above) and the alleged perpetrator is a resource parent, check the appropriate box on the CS-23.

An additional section has been added to the CS-23 to include to ‘Additional Household Members’. Changes also include requiring only one CS-23 needing to be completed per event. If there are multiple victim children, their information can be included on the initial CS-23 in the appropriate sections of the form. A CS-23 is to be submitted to Central Office within one business day by the CD Supervisor or designee via email at DSS.CD.CriticalEventReport@dss.mo.gov, carbon copy to Circuit Manager and the Regional Director.

Further detailed instructions for completion of the CS-23 are available on eForms.

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 Liz Tietsort 573-751-4344 Elizabeth.Tietsort@dss.mo.gov	MANAGER CONTACT Kara Wilcox 573-526-9707 Kara.B.Wilcox-Bauer@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS Child Welfare Manual Section 8 Chapter 9, Fatality/Critical Event Reporting and Review Protocol	
FORMS AND INSTRUCTIONS CS-23 CS-23 Instructions	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE N/A	

