

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

February 3, 2025

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: KAYLA UELIGGER, INTERIM DIRECTOR

SUBJECT: Primary Prevention Policy and Documents

DISCUSSION:

This memo will address the creation of primary prevention policy within the Child Welfare Manual (CWM). This policy will be located in Section 3 Prevention Programs, Chapter 1 Primary Prevention Program. The following is an overview of the sections located within the policy.

3.1 Primary Prevention Overview: The overview identifies the purpose and goal of the primary prevention program.

3.1.1 Mandated Reporter: This section outlines the responsibilities of primary prevention workers as mandated reporters. Newly hired primary prevention workers must complete the mandated reporter training within 30 days of hire and annually thereafter; existing primary prevention workers must complete the mandated reporter training within 30-days of this memo and annually thereafter.

3.1.2 Safety and Risk: The primary focus of the Children's Division is always child safety. The primary prevention workers must understand safety and risk factors to ensure alignment with policy and the scope of the primary prevention program as outlined in policy.

3.1.3 Primary Prevention Workers: Roles and Responsibilities: This section outlines the roles and responsibilities of how primary prevention workers engage with their communities and work with families.

3.1.3.1 Primary Prevention Workers in School Settings: The approved MOU template (M00829) must be utilized when primary prevention workers are based in schools. The MOU template can also be utilized when requested by the school district.

3.1.4 Primary Prevention Eligibility: The eligibility requirements for acceptance into the primary prevention program is provided to ensure the right families are referred to and accepted for primary prevention.

3.1.4.1 Referrals for Primary Prevention Services: Referrals for primary prevention services must be received using the Primary Prevention Referral form (CD-334). The policy outlines how to receive, process, and manage the primary prevention referral.

The CANHU must be notified via [OSCR](#) (Online System for Child Abuse & Neglect Reporting) or by calling the hotline at 800-392-3738. A guide (OSCR Basics for Primary Prevention Team) has been created for review to ensure compliance with how referrals are entered into and processed through CANHU.

Regional protocols and processes must be established so that each region has a system in place to receive and process CD 334 referrals for primary prevention.

3.1.5 Consent for Primary Prevention Services: The Consent for Primary Prevention Services (CD-326) must be completed when face-to-face services are provided to the family. The process for how the CD-326 is to be used is found within this section.

3.1.6 Notification to a Parent/Guardian/Custodian: This section covers the necessary consent needed prior to interviewing or communication with a child.

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 Michelle Dixon Michelle.dixon@dss.mo.gov	MANAGER CONTACT Elaine Casteel, MSW Sr. PDS, Supervisor Elaine.A.Casteel@dss.mo.gov Lauren Hall, Unit Manager Lauren.Hall@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS Section Three changed to Prevention Programs. Primary Prevention Policy added to Chapter 1 within Section 3. Delivery of Services Intact Families/FCS moved to Chapter 2 within Section 3.	
FORMS AND INSTRUCTIONS Primary Prevention General Consent CD-326 Primary Prevention Referral CD-334 Primary Prevention School template MOU (M00829) Primary Prevention School MOU Steps to complete: Steps to Complete MOU	

REFERENCE DOCUMENTS AND RESOURCES

Mandated Reporter Training: www.protectmokids.com

Mandated Reporter Requirement: [Section 2, Chapter 1](#)

[OSCR Step by Step PowerPoint](#)

Safety Planning: [Section 1, Chapter 9 \(Safety Planning\)](#)

Safety Threats: [Section 1, Chapter 5](#)

P-referral Policy: [Section 2, Chapter 4, subsection 1](#)

RELATED STATUTE

Mandated Reporting: [Section 210.115 RSMo.](#)

Notification to a Parent/Guardian/Custodian: [Section 210.145 RSMo.](#)