

Memorandum

CD25-22

ISSUED DATE: November 3, 2025**TO:** ☒ Children's Division ☒ Contracted Staff**FROM:** Sara Smith, Children's Division Director**SUBJECT:** **Changes to Subsections 4.4.3.1, Definitions, 4.4.3.2 Medical and Mental Health Case Management and 4.4.3.3 Informed Consent****RATIONALE:**

Provide an update on changes between Children's Division and the Plaintiffs representing "Class Members" in the Joint Settlement Agreement.

OVERVIEW:

Provided clarification in policy for:

- The distribution of the Learn Your Rights flyer (CD - 287)
- Completion of the Health Care Information Summary (CD-264), Child/Family Health and Development Assessment (CW-103), and the Monthly Medical Log (CD-265) forms
- Require that for Mandatory and Secondary Reviews and Parent Opposed to Proposed Course of Treatment and any other person or entity authorized to receive The Center's recommendations by order of the court, be provided the recommendations within three (3) business days
- A conversation with parents should include prescriber contact information
- Uploading the Informed Consent for Psychotropic Medication (CD-275) to OnBase
- Any Alternative Consenter must complete and sign the Informed Consent for Psychotropic Medication (CD-275)
- The addition of "business" or "calendar" days to various timeframes

Removed the following:

- Requirement to maintain a physical paper file, if the records were not received electronically,
- Placing the Informed Consent for Psychotropic Medication (CD-275) form in the child's medical section of the case record
- Outdated Automatic Review Criteria information.

Conducted various maintenance updates i.e., Statewide Clinical Consultant name change, case manager references, and link updates.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division FCCM and Residential contractor staff
2. Review revised Child Welfare Manual chapters and forms as indicated below.

PDS CONTACT:

Name: Larry Smith

Email: Larry.K.Smith@dss.mo.gov**MANAGER CONTACT:**

Name: Melissa Kenny

Email: Melissa.L.Kenny@dss.mo.gov**DEPUTY DIRECTOR CONTACT:**

Name: Heather Ford

Email: Heather.D.Ford@dss.mo.gov**NEW/ REVISED CHILD WELFARE MANUAL POLICY AND COLLATERAL DOCUMENTATION:**

4.4.3.1, Definitions, 4.4.3.2 Medical and Mental Health Case Management and 4.4.3.3 Informed Consent