

Memorandum

CDP26-06

DATE: April 22, 2026

TO: Children's Division and Foster Care Case Management

FROM: Sara Smith, Children's Division Director

SUBJECT: Risk Assessments Scored "High" or "Very High"

OVERVIEW:

Children's Division has been working with Evident Change to update our Risk Assessment tool. To have an evidence-based tool it takes several months to validate and customize to our Missouri practice. This work is ongoing. **In the interim, if a worker completes the tool and the Scored Risk Level is "High" or "Very High" and the recommendation is not to open a Family Centered Services case or Alternative Care case, the open hotline must be staffed with a Circuit Manager, Field Support Manager, or Regional Director before closing.** The assigned supervisor must ensure the Family Risk Assessment tool has been completed correctly prior to the staffing.

The correct completion of the Risk and Safety Assessments are critical to our work. If your circuit needs assistance in application of the tool, please reach out to the Safety Unit Manager Kara.Wilcox@dss.mo.gov.

CHILD WELFARE MANUAL POLICY AND COLLATERAL DOCUMENTATION:

Please review the policy on the Risk Assessment [CWM 2.5.2 General Procedures for Completing a CA/N Report](#).

NECESSARY ACTION:

1. Review this memorandum with all Children's Division and Foster Care Case Management team members.
2. Review Child Welfare Manual chapters and forms as indicated above.