DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

What's Inside:
Case Review
System
Second Level
Review

M E M O R A N D U M

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

FROM: TIM DECKER, DIRECTOR, CHILDREN'S DIVISION
                 ALYSON CAMPBELL, DIRECTOR
                 FAMILY SUPPORT DIVISION

SUBJECT: Case Review System ECPS Second Level Reviews

DISCUSSION:

Supervisors began conducting Child Care Assistance program case reviews in the Case Review System (CRS) March 1, 2012. The Early Childhood and Prevention Services Section unit is monitoring Child Care Case Review submission, as well as accuracy and quality trends for each of the eligibility elements. The information entered by supervisors is being used to identify programmatic strengths and challenges and areas for policy, field and training improvement.

In order to evaluate the Case Review System for accuracy, ECPS will be conducting second level reviews of supervisory case reviews within the Case Review System. Twenty four cases will be randomly selected each month for second level review. Program Development Specialist's will notify the counties to request specific cases. The entire case file should be scanned and emailed to CD.AskECPS@dss.mo.gov within two business days. The email containing the scanned case should be labeled as a second level review case and have the name of the client indicated in the subject line. The second level reviews will begin immediately.

NECESSARY ACTION

1. Review this memorandum with all Children's Division and Family Support Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

PDS/MAS II CONTACT Nikki Martin 573-526-3467 Nikki.L.Martin@dss.mo.gov	**PROGRAM MANAGER** Brenda LaBella 573-526-3899 Brenda.I.Labella@dss.mo.gov

CHILD CARE ASSISTANCE PROGRAM MANUAL REVISIONS
N/A

FORMS AND INSTRUCTIONS
N/A

REFERENCE DOCUMENTS AND RESOURCES
N/A

RELATED STATUTE
N/A

ADMINISTRATIVE RULE
N/A

COUNCIL ON ACCREDITATION (COA) STANDARDS
N/A

CHILD AND FAMILY SERVICES REVIEW (CFSR)
(List or put N/A if not applicable.)
N/A

PROTECTIVE FACTORS (Link applicable factors and enter N/A if not applicable.)
N/A

FACES REQUIREMENTS
N/A