

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

July 17, 2006

<u>What's Inside:</u> Family Care Safety Registry On-line access
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MEMORANDUM

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND
CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: ON-LINE ACCESS TO THE FAMILY CARE SAFETY REGISTRY

DISCUSSION:

The purpose of this memo is to introduce the availability to resource/licensing staff and their supervisors to have on-line access to the Family Care Safety Registry (FCSR). Staff's ability to access the registry when conducting licensing and contract renewals will make the renewal process more timely and efficient. The initial FCSR registration form will continue to be completed for new resource provider applicants and sent to the FCSR as described in policy. The on-line access will be utilized in the renewal assessment process.

Obtaining Access

1. Each resource/licensing staff member and their supervisor need to complete the [MULES \(Missouri Uniform Law Enforcement System\)](#) Network Security System access form.
2. After completion, staff will send the signed form to FCSR attention Chief. This form will be sent via email to FCSR@dhss.mo.gov, or fax the signed form to 573-522-6981.
3. The staff member will be assigned an ID number and password by FCSR to be used exclusively for access to the FCSR. This ID and password are autonomous from the worker's current ID and passwords used for logging on to the state computer system, FACES and PROD. The password is on a 30 day expiration cycle and the worker will have to update it every 30 days, just as with the PROD password.
4. After the form has been processed, the staff member will receive a phone call from the FCSR. The phone call will consist of instruction regarding logging on and how to run the check. The phone call will be followed by an E-mail confirmation.

NECESSARY ACTION:

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:

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PROGRAM MANAGER:

Melody Yancey
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CHILD WELFARE MANUAL REVISIONS:

Section 6 Chapter 3 Attachment A [Guide For Conducting Foster/Kinship Family Assessments - Resource Family Assessment "&" Licensing Process](#)

MULES NETWORK VIA DHSS:

MULES Network Security System Operator Identification / Authorization