

Missouri Department of Social Services

Children's Division

Critical Event Report (CS-23) Instructions

PURPOSE:

The purpose of the CS-23 is to provide a method for collecting accurate, consistent information quickly and to notify CD Administration of critical events in cases:

- Involving child fatalities, near fatalities, suicides or serious bodily injury;
- That have generated or are likely to generate media attention;
- Threats to employee safety
- Involving sexual abuse, exploitation or assault of a foster child.

NUMBER OF COPIES AND DISTRIBUTION:

One copy is completed and retained in the administrative section of the CA/N report, Non-CA/N fatality referral (F-referral), or open case record.

The CS-23 is to be sent via email to: DSS.CD.CriticalEventReport@dss.mo.gov, and copied to Circuit Manager and Regional Director within one business day.

A copy of the Critical Event Report (CS-23) should be sent to designated Probation and Parole staff if the report involves a common client when such notification is reasonably necessary to ensure the safety of a child or assist in the investigation of an allegation of abuse or neglect involving the common client as the alleged perpetrator. A referral shall also be made to the Juvenile Court if determined appropriate by the Circuit Manager.

Only one CS-23 needs to be completed per event. If there are multiple victim children, their information can be included on the initial CS-23 in the appropriate sections of the referral.

INSTRUCTIONS FOR COMPLETION:

When Children's Service Supervisor becomes aware of a critical event, a CS-23 is immediately completed.

Initial or Update – A CS-23 may be used as an initial alert notification (initial) or may be used to update Central Office as new information comes in (Update). Check the appropriate box.

Child's Name, County, Circuit and Date of the Critical Event – enter the name of the child who is the subject of the notification; the county and circuit where the child resides; and the date the critical event occurred.

Definitions as used in the Critical Event process:

- Fatality – A child fatality from any cause. CA/N, Accidental or Suicide.
- Near Fatality - "An act that, as certified by a physician, places the child in serious or critical condition." For example, if hospital records reflect that the child's condition is "serious" or "critical," this would be considered a "near fatality". [See (Child Abuse Prevention and Treatment Act (CAPTA), as amended (42 U.S.C. 5101 et seq.) - sections 106(b)(2)(B)(x) and (b)(4(A))]
- Serious bodily injury - bodily injury which involves substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

I. CRITICAL EVENT CATEGORY

Staff should check only the one most appropriate category associated with the critical event:

- Fatality
- Near Fatality
- Suicide
- Serious Bodily Injury

Staff should check all that apply for the reported critical event:

- Active Agency Involvement at the time of Critical Event (e.g., investigation, assessment, referral, FCS/IIS). Include call case number of the current active case.
- Victim child is in the legal custody of the Children's Division
- Prior Children's Division involvement with the family of concern within the past three years or if child is under 5, any prior involvement.
- If none of the above apply but there is a Child abuse/neglect investigation associated with the critical event, CS-23 is still completed.

Staff should also utilize the CS-23 to report the following situations that do not meet the criteria for a critical event:

- Media Attention – The event has generated, or is likely to generate media attention
- Child in Foster Care – which involves sexual abuse, exploitation or assault of a child in foster care
- Threat to Employee Safety.

If criteria is met for a CS-23 to be completed (as outlined above) and the alleged perpetrator is a resource parent, check the appropriate box on the CS-23.

A CS-23 is sent to Central Office, via email at DSS.CD.CriticalEventReport@dss.mo.gov, and a carbon copy to include the Circuit Manager and Regional Director (if unable to access email, fax CS-23 form to 573-526-3971) within one business day.

II. CHILD PERSONAL DATA

Enter the Child's name, Date of Birth, Race, Sex, DCN (if assigned), and check box to indicate if child is in CD custody, enter date of the event and the victim child's address and the County from which event is being reported.

III. EVENT/INCIDENT INFORMATION

Enter the Incident number and date of the CA/N report or Non-CA/N referral, if applicable.

Enter the Date of the first personal contact with the child/family by the Children's Service Worker related to the fatality/critical event.

Check the appropriate box to indicate the following:

- Law Enforcement Involvement
- Juvenile Court Involvement
- Actual Media Coverage
- Anticipation of Media Coverage
- Child Fatality Review Panel Involvement (i.e. will they review this event)
- STAT Involvement

Summarize the event and preliminary findings of the investigation or review of event (if known, list possible causes of death). Include any criminal history and other evidence regarding the event. Please include the most current and up to date information known regarding the event. Please do not copy directly from the hotline narrative or FACES narrative. This is meant to be a brief summary of the event and current status.

IV. PARENT/GUARDIAN/OTHER CHILDREN IN THE HOME DATA

Enter the name, relationship, DCN (if assigned), address of parent(s)/guardian(s), as applicable.

Other Children in the Home: Enter the Name, Date of Birth, if child is a victim child, gender, and DCN of other children in the home, and check the appropriate box to indicate if the child is protected or not.

V. ALLEGED PERPETRATOR PERSONAL DATA

Enter the Perpetrator name, relationship to child, gender, DCN (if assigned), and address.

VI. ADDITIONAL HOUSEHOLD MEMBERS

Enter other household member's name, relationship to child, gender, DCN (if assigned) and DOB.

VII. AGENCY INVOLVEMENT

Describe how safety was assured for other children in the home following the current critical event.

Provide brief summary of CA/N, FCS, IIS, and AC history in chronological order beginning with the most recent involvement, not including the current critical event. Summary to include Incident number, Report Date, Case Type, Maltreatment Pathway, Conclusion of CA/N report to include findings. History to include that of all household children and parents. Provide adoption history if applicable.

(Example of history to be provided: 2018022395 – 1/22/2018 – Investigation – Lack of Supervision – Unsubstantiated – PSI – 3 yo child outside unattended, found by LE. Child in mother’s care, mother found to be intoxicated. Mother arrested, child diverted temporarily to maternal grandmother. Parent agreed to IIS and FCS.)

Additional information if needed. (i.e., family’s involvement with other agencies, prior relevant criminal investigations and/or arrests)

Check box to indicate that there is another child’s death /serious injury to any individual involved with the present child’s death/serious injury. (Prior F-referrals or CA/N fatalities pertaining to anyone involved in the current event would require this box to be checked yes). If yes, give dates and reasons.

SIGNATURES

The form is to be signed (electronically or physically) and dated by the Children’s Service Supervisor completing the CS-23. Identify the county office where the Supervisor may be reached for follow up information.

VIII. UPDATES

Add updated information and dates entered. Updates should be sent to Central Office as new information becomes available.

DEFINITIONS:

Sexual Abuse - The use, persuasion, inducement, enticement or coercion of any child under the age of 18, to engage in, or having a child assist any other person to engage in, any sexually explicit conduct by those responsible for the child's care, custody and control.

Sexual Exploitation - The sexual use of a child under the age of 18 by those responsible for his/her care, custody and control for the purpose of the individual's personal satisfaction and/or gain. Including, but not necessarily limited to, pornography and prostitution.

Sexual Assault - The term "Sexual Assault" shall include the following:

566 Sexual Offenses - The acts of rape, forcible rape, statutory rape (1st and 2nd degree), sexual assault, sodomy, forcible sodomy, statutory sodomy (1st and 2nd degree), child molestation (1st and 2nd degree), deviate sexual assault, sexual misconduct and sexual abuse, or attempts to commit any of the aforesaid

568.020 Incest.

568.060 Abuse of a child, penalty. - The act of abuse of a child which involving sexual contact

568.080 Child used in sexual performance, penalties. - The act of use of a child in a sexual performance; and

566.151 Enticement of a child, penalties. - The act of enticement of a child or any attempt to commit such act.