

## DEPARTMENT OF SOCIAL SERVICES

## DIVISION OF FAMILY SERVICES

P. O. BOX 88

JEFFERSON CITY, MISSOURI

March 28, 2003

MEMORANDUM

TO: AREA EXECUTIVE STAFF, COUNTY DIRECTORS AND CHILDREN'S SERVICES STAFF

FROM: DENISE CROSS, DIRECTOR

SUBJECT: TRIAL HOME VISITS AND **CLARIFICATION** OF MEMO CS00-33

REFERENCE: CHILDREN'S SERVICES

## DISCUSSION:

The purpose of this memorandum is to inform staff it is **never** appropriate to open a child in Alternative Care Tracking System (ACTS) with the placement being the parent, as well as to correct CS00-33, which identifies kin as natural parent for alternative care. The only time a child can be shown in ACTS with a parent is for a trial home visit, and only after a child has been in an alternative care placement (such as foster home, relative home, residential care). For Medicaid purposes, a parental trial home visit may last up to 180 days. Reports indicate that children are on trial home placement for much longer than the allowed 180 days. Should the court continue to order the child in a trial home placement after 180 days, Medicaid for the child will not continue.

Central Office reports also reflect numerous cases in which there has been a hotline and a child is removed from the home of one parent and subsequently placed with the other parent; this is not an alternative care placement. Children's Services memo CS00-33 inaccurately listed a parent as an agency arranged kinship care placement type. Legal status information can be documented on the SS-63 with the child placed in the home of either parent. To update the child in the system to show the child is on a trial home visit, the SS-61 needs to be updated in the following way:

Field 41, use code 1  
Field 42, use the start date of the trial home visit  
Field 47, **this field should not be changed**  
Field 47a, use sub type A  
Field 56, change to code 3

This will reflect a trial home visit. Do not move a child into a "CTO" placement (even if you have a court order stating a trial home visit), as it is not a correct placement type for this situation.

Central Office will continue to monitor these situations, and will forward necessary SS-61 closings to the local county office on a quarterly basis via a Trial Home Visit Error/Reminder List.

NECESSARY ACTION:

1. Review this memorandum with all Children's Services staff.
2. All comments and recommendations regarding this subject should be cleared through normal supervisory channels.

DC/SW/LP/VES:js