

## DEPARTMENT OF SOCIAL SERVICES

## DIVISION OF FAMILY SERVICES

P. O. BOX 88

JEFFERSON CITY, MISSOURI

May 7, 2003

MEMORANDUM

TO: AREA EXECUTIVE STAFF, COUNTY DIRECTORS, CIRCUIT MANAGERS, RESIDENTIAL CARE SCREENING TEAM COORDINATORS, AND ALL CHILDREN'S SERVICES STAFF

FROM: DENISE CROSS, DIRECTOR

SUBJECT: REVISIONS TO THE TRANSITION LIVING GROUP HOME AND SCATTERED SITE APARTMENT CONTRACT

REFERENCE: CHILDREN'S SERVICES

DISCUSSION:

The purpose of this memorandum is to inform staff of changes made to the Transitional Living Group Home and Scattered Site Apartment contract. After a careful review, it has been determined there is a need to make changes to the existing contract to help ensure the safety and well-being of youth and to clarify expectations for those contractors who provide Group Home and Scattered Site Apartment services. It also serves as a reminder for staff to carefully assess the eligibility and ability of the youth to live successfully in a semi-independent environment.

A previous memorandum, CS02-19, dated July 8, 2002, provided the program description, eligibility requirements and placement procedures for the Transitional Living Program. A copy of the Scope of Work was attached to CS02-19.

This amendment alters the contract agreement for those contractors who currently have a contract to provide such services. Highlights to the contract amendment are as follows:

- Maintenance services which shall include food, clothing, shelter, daily supervision based on needs of the youth, personal incidentals, and school supplies...**under no circumstance shall the contractor require a youth to apply for Food Stamps** as a way to decrease the contractor's financial obligation to provide maintenance services.
- The contractors shall report to the Child Abuse/Neglect Hotline any instances of child abuse or neglect pursuant to Section 210.115 RSMo.
- The contractor shall submit to the youth's case manager and the referring RSCT Coordinator an immediate oral report, followed by a written report, five (5)

working days after the occurrence of an unusual incident, including, but not limited to:

- A child abuse/neglect report;
  - Death;
  - Fire, which required the services of the fire department;
  - Situations where the youth is arrested;
  - Situations where the youth is detained by the juvenile office;
  - Suicide attempts;
  - Runaway;
  - Serious injuries;
  - Serious health issues;
  - Repeated absence from school.
- 
- The contractor shall notify the RCST coordinator and youth's case manager any time a **youth is moved from one apartment to another apartment.**
  - If concerns about a contractor's ability to provide safe, secure and appropriate housing are identified by staff, the **Division shall have the discretion to require an inspection and approval of the proposed apartment by Division staff, prior to youth being placed by the provider.**
  - The contractor shall, at a minimum, meet with the youth at the apartment on a **weekly basis.**
  - The Division may withhold payment of placement costs for a youth should the contractor fail to submit the case manager and RCST coordinator the required service plan/progress report at the following intervals: **within sixty (60) days of the youth's initial placement**, and within thirty (30) days of the end of each six months of the youth's placement.
  - Failure by the contractor to consistently provide reports, as prescribed and/or required by the contract (see above), is grounds to suspend the contract and/or to terminate the contract for cause.
  - The Division shall require the contractor to develop and implement corrective action plans in cooperation with Division staff when contractual obligations are not being followed and/or there is the existence of concerns about the safety, health and well-being of youth.

#### NECESSARY ACTION:

1. Review this memorandum with all Children's Services staff.
2. All questions related to the contract amendment should be cleared through normal supervisory channels.

DC/LT:js