

DEPARTMENT OF SOCIAL SERVICES

DIVISION OF FAMILY SERVICES

P. O. BOX 88

JEFFERSON CITY, MISSOURI

July 23, 2003

MEMORANDUM FOR ALL CHILDREN'S SERVICES STAFF

FROM: James Harrison, Assistant Deputy Director

SUBJECT: Cottonwood Residential Treatment Center
1025 North Sprigg Street
Cape Girardeau, Missouri 63701
(573) 290-5888
DVN: [REDACTED]

The purpose of this memo is to inform staff of our new contract with Department of Mental Health's (DMH) Cottonwood Residential Treatment Center, Cape Girardeau; for Levels III and IV Residential Facility-Based Rehabilitative Treatment Services (REHAB-RT). The contract is effective July 1, 2003. At this time, Cottonwood is prioritizing youth from the Southeast Region for new admissions. Referrals for possible admission of these youth will be made through the Area RCST Coordinator.

Youth from the St. Louis Region who appear to be candidates for admission should be referred to DMH's appropriate Administrative Agent for screening. The Administrative Agent will remain the gatekeeper for all Cottonwood referrals from all areas except the Southeast Region. The Administrative Agent's role shall be to assist the DFS and Cottonwood in discharge coordination through step-down placements, aftercare supports and resources.

Cottonwood serves children and adolescents, males and females between six (6) and seventeen (17) years of age. Cottonwood does not serve anyone past their eighteenth (18) birthday. Their four on-campus cottages can serve up to a total of 32 youth. They consist of an eight (8) bed girl's cottage, an eight (8) bed adolescent boy's cottage, an eight (8) bed younger boy's cottage and an eight (8) bed, co-ed, "secure" cottage. Martha Cassell is Cottonwood's Director. Darrell Faire is the Admissions Coordinator.

Please contact Keith Krueger at (573) 751-2502 if you have any questions.

JH:KK:ct

cc: Dirk Elrod