

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

December 8, 2003

MEMORANDUM

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

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: 600 SERIES SERVICE COUNTY CODE AND WORKER
HISTORY INFORMATION

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

The purpose of this memorandum is to introduce new service county codes for contracted case management providers. In addition, this memorandum will provide information with regards to retrieving worker history information. Both of these changes will become effective **December 6, 2003**.

600 Series Service County Code

A means for identifying those cases which are managed by contracted providers through our database is necessary as we move towards performance based contracting. As such, unique service county codes have been developed for those agencies which are currently contracted to provide case management services. Refer to the attached listing. A service county code beginning with a 6 will indicate the case is being managed by a contracted provider. The letters following the 6 will indicate the specific agency assigned to the case.

Contract liaison staff in St. Louis City, St. Louis County, and Jackson County will need to update the service county code for all current contracted cases by January 16, 2004. When a child resides in a county different from the case manager county and is assigned to a contracted case management provider the service county code will need to

reflect the code assigned to the contracted case management agency. The residence county code will need to reflect the county FIPS code where the child physically resides.

Worker History Information

Previously, our database could only identify which worker was currently managing a case. As cases move from Division staff to contracted providers and vice versa we require a way for tracking such. Worker history detail will allow us to do so.

Alternative Care Tracking System:

Four new fields have been added to ACTS. They are: case manager begin date (Field 103a), case manager county begin date (Field 11a), service worker begin date (Field 105a), and service county begin date (Field 12a). These fields will remain blank until they are updated. **Workers will need to update this information on the SS-61s as they are updating other information. The information can be backdated to reflect the actual begin date for the current workers and county information. Contract liaison staff in St. Louis City, St. Louis County, and Jackson County will need to update this information on the SS-61s for all current contracted cases by January 16, 2004.**

When a history of worker information is needed on an ACTS case, ZSWI can be accessed from ZCCC using the PFKey 5. The worker history information will begin with the worker and county code information which is first entered in the new fields.

Family Centered Services Database:

Four new fields have been added to the FCS case report. They are: case manager begin date (Field 4a), case manager county begin date (Field 5a), service worker begin date (Field 6a), and service county begin date (Field 7a). These fields will remain blank until they are updated. **Workers will need to update this information on the SS-63s as they are updating other information. The information can be backdated to reflect the actual begin date for the current workers and county information. Contract liaison staff in St. Louis City, St. Louis County, and Jackson County will need to update this information on the SS-63s for all current contracted cases by January 16, 2004.**

When a history of worker information is needed on a FCS case, KSWI can be accessed from KDCN and KCAS using the PFKey 5. The worker history information will begin with the worker and county code information which is first entered in the new fields.

Corrected Worker History Information

When worker and county information is missed or entered incorrectly in the new fields it can be corrected by the Children's Services Payment Unit. The number for this unit is 573-751-8944.

Attachment

NECESSARY ACTION:

1. Review this memorandum with all Children's Division Staff.
2. Contract liaison staff in St. Louis City, St. Louis County, and Jackson County will need to update the service county code for all contracted cases by January 16, 2004.
3. Workers will need to enter the requested information in Field 11a, 12a, 103a, and 105a on the SS-61 as they are updating other information. Contract liaison staff will need to enter this information for all contracted cases by January 16, 2004.
4. Workers will need to enter the requested information in Field 4a, 5a, 6a, and 7a on the SS-63 as they are updating other information. Contract liaison staff will need to enter this information for all contracted cases by January 16, 2004.
5. All questions should be cleared through normal supervisory channels.

FMS/LH

<u>Case Mngt. Agency</u>	<u>Address</u>	<u>County FIPS Code</u>
Family Resource Center	3309 Kingshighway St. Louis, MO	6AA
Faith House	5355 Page St. Louis, MO	6AB
Crittenton Behavioral Health	10918 Elm Avenue Kansas City, MO	6AC
Bringing Families Together	7151 N. Lindbergh Hazelwood, MO	6AD
Catholic Charities of Kansas City-St. Joseph	1112 Broadway Kansas City, MO	6AE
Missouri Baptist Children's Home	11300 St. Charles Rock Rd. Bridgeton, MO	6AF
The Salvation Army Hope Center	3740 Marine Avenue St. Louis, MO	6AG
Urban Behavioral HealthCare Institute	1104 S. Jefferson St. Louis, MO	6AH
Catholic Services for	4140 Lindell Blvd.	6AI

Children & Youth	St. Louis, MO	
Edgewood Childrens Center	330 N. Gore Avenue St. Louis, MO	6AJ
The Salvation Army Children's Shelter	101 W. Linwood Kansas City, MO	6AK
Mattie Rhodes Memorial Society	1740 Jefferson Street Kansas City, MO	6AL
ECHO Emergency Childrens Home, Inc.	3033 North Euclid St. Louis, MO	6AM
Annie Malone Children & Family Service Center	2612 Annie Malone Drive St. Louis, MO	6AN
Boys & Girls Town of Missouri	4485 Westminster Place St. Louis, MO	6AO
Central Baptist Family Services	1015 Locust, #900 St. Louis, MO	6AP
Our Little Haven	P.O. Box 23010 St. Louis, MO	6AQ
Spofford Home	P.O. Box 9888 Kansas City, MO	6AR
Adoption Services, Inc.	P.O. Box 206 Pavo, Georgia	6AS
Children's Home Society of Missouri	9445 Litzsinger Road Brentwood, MO	6AT
Downey Side, Inc.	P.O. Box 2139 New York, NY	6AU
Lutheran Family & Children's Services of MO.	8631 Delmar Blvd. University City, MO	6AV
Missouri Alliance for Children and Families	724 Heisinger Road Jefferson City, MO	6AW