

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

December 19, 2003

MEMORANDUM

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

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: OUT OF TOWN INQUIRY (O.T.I.) STUDY REQUEST REGIONAL CONTACTS AND O.T.I. CHECKLIST

DISCUSSION:

The purpose of this memorandum is to notify staff of the Out of Town Inquiry (O.T.I.) contact person for each region. Additionally, this memorandum serves as a reminder for staff of policy requirements when requesting a study from another county.

As emphasis on utilizing kinship and relative placement providers increases, processing O.T.I. referrals in a timely manner becomes even more critical. In an effort to make the O.T.I. process more efficient, Regional Directors have designated the following staff to serve as the problem-solving contact for O.T.I. requests:

Northeast Region:	Celesta Hartgraves
Northwest Region:	Wendy Austin
Southern Regions:	Caroline Bradford
Jackson County:	Elouise Dukes
St. Louis City:	Mary Barnhill
St. Louis County:	Sally Carpenter

When an O.T.I. study request is made to another county, a **CS-120 must be submitted** to the receiving county along with specific attachments, as outlined in Section IV of the form. This includes copies of the child's social history, a family assessment, and all applicable court orders. In addition, the sending county should provide information to the receiving county about what specific areas to address in the study. If applicable, a copy of the current written service agreement and a copy of the protective service case should be included, if the request for a study/services is for the child's parent.

An O.T.I. checklist has been developed to assist staff and is attached. For further information regarding the O.T.I. process, refer to memo CS02-23 and Child Welfare Manual Section 6 Chapter 9, Out-of-Town Inquiry.

NECESSARY ACTION:

1. Review this memorandum and attached checklist with all Children's Division staff.
2. Forward any questions through normal supervisory channels.

FMS/SS:js

Attachment

OUT-OF-TOWN INQUIRY CHECKLIST

- Child's Social History
- Family Assessment
- Court Order
- Psychological Evaluation
- Permanency Plan
- Medical Reports
- School Reports
- Written Service Agreement
- Copy of the Protective Service case
- Social Security Numbers and date of birth for proposed kinship provider