

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

September 20, 2005

MEMORANDUM**WHAT'S INSIDE:**Testing new Relative
and Kinship
Placement Types

MEMORANDUM FOR ALL CHILDREN'S DIVISION STAFF

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: Testing New ACTS and Vendor Codes

As part of our work on the Program Improvement Plan we have made enhancements to the Legacy system to more accurately capture placement settings for certain children in alternative care, particularly those in relative and kinship placements. In the past, the Children's Division has been unable to identify placement providers of children in the system in a court ordered (CTO) relative or non-relative placement. New codes have been added to better identify and track children who are court ordered into a relative or non-relative kinship placement.

The new placement types in Alternative Care Tracking System (ACTS) include:

- **RHU**- an unlicensed Relative Home,
- **KHU**- an unlicensed Non-Relative Kinship Home
- **KHO**- a licensed Non-Relative Kinship Home
- **KHB**- a licensed Behavioral Non-Relative Kinship Home
- **KHM**- a licensed Medical Non-Relative Kinship Home

In addition, a vendor type of **KH** (Kinship Home) has been added to the vendor system.

A detailed policy memo regarding these enhancements and resulting policy changes is forthcoming. We have been testing these system changes in production in Cole, Boone, and Jefferson counties and as such you may notice some children with these new placement types in ACTS.

Please do not take any action to change the placement type for children in one of the new placement settings unless the child actually moves to a new placement. Also, unless you are located in one of the test counties (Cole, Boone, and Jefferson) please do not attempt to use these new placement codes until the policy memorandum has been issued.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division Staff.

LP:ct