

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

MEMORANDUM

February 2, 2005

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

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: SENATE BILL 1003 (Section 208.204 RSMo)  
ALTERNATIVE CARE TRACKING SYSTEM (ACTS)  
  
FORM SS-61 INSTRUCTIONS FOR SENATE BILL 1003 YOUTH  
SS-61 CODE SHEET

The purpose of this memorandum is to provide staff with instructions to update the Alternative Care Tracking System (ACTS) for children who have been identified as meeting the criteria outlined in Senate Bill 1003 (Section 208.204 RSMo). See Memorandum [CD04-83](#) for a full explanation of Senate Bill 1003 and the process by which such children may be returned to the legal custody of their parent(s).

**ACTS SYSTEMS REQUIREMENTS FOR SB 1003 CHILDREN:**

Children eligible to return to their parents' legal custody via SB 1003 protocol are already open in the ACTS system. A new screen (ZMHU) has been developed and is solely devoted to SB 1003 and Voluntary Placement Agreement (VPA) children. (See Memorandum [CD05-05](#)). This screen is used to notify DMH that it can bill a Department of Social Services' (DSS) appropriation for the child's treatment services related to SB 1003 or a VPA.

While changes in a child's status will require staff to update the Form SS-61, the ZMHU screen must also be accessed separately and updated for all SB 1003 and VPA youth. Regional Coordinators will designate specific staff to ensure such entries are made on the ZMHU screen.

The ACTS system and ZMHU screen will be updated as a change in a child's status reflects any of the following scenarios:

1. Through the Family Support Team (FST) process, a child is identified as meeting 208.204 RSMo criteria, yet the child remains in the legal custody of the Division pending transfer of legal custody to the parent(s).

- Using transaction **ZMHU** and the child's **DCN**,

Enter BEGIN DATE (MM/DD/YYYY): This date reflects the date the Family Support Team (FST) agreed the child was eligible to return to the legal custody of the parent/guardian based on the criteria outlined in SB 1003.

Enter TYPE "Z" (SB 1003): This identifies the child as meeting SB 1003 criteria.

2. Legal custody of the child is returned to his/her parent/guardian in keeping with 208.204 RSMo, but the child physically remains in an out-of-home placement. Medicaid closes.

- Using transaction **ZCC3** and the child's **DCN**,

In Field 58) XIX END DATE (MMDDYY): Enter the date the child's legal custody was returned to the parent/guardian. This date will then be changed automatically to the date of the transaction because Medicaid end dates cannot be back dated.

- Using transaction **ZCDD** and the child's **DCN**,

In Field 101) CLOSE DATE (MMDDYY): Enter the date that the court returned legal custody of the child to his/her parent/guardian.

In Field 102) CLOSE REASON: enter 19 (Child Returned to Parent/Guardian-SB 1003)

- Using transaction **ZMHU** and the child's **DCN**,

Enter BEGIN DATE (MM/DD/YYYY): This date reflects the date the court transferred legal custody of the child back to the parent/guardian.

Enter TYPE "R": RETURN HOME – SB 1003

3. Legal custody remains with the Division, but physical custody returns to the parent(s). The child returns home via SB 1003 on a trial home visit. Medicaid stays open.

- Using transaction **ZCC3** and the child's **DCN**,

In Field 47A) PLACEMENT SUBTYPE: Enter A (Trial Home Visit)

- Using transaction **ZMHU** and the child's **DCN**,

Enter BEGIN DATE (MM/DD/YYYY): This date reflects the date the child returned home for a trial home visit. Medicaid is allowed 180 days after the trial home visit begin date.

Enter TYPE "T": TRIAL HOME VISIT

4. A child is in Legal Status (LS) 1 and is returned to the legal and physical custody of his/her parent(s) via SB 1003. Medicaid closes.

- Using transaction **ZCC3** and the child's **DCN**,

In Field 58) XIX END DATE (MMDDYY): Enter the date the child's legal and physical custody was returned to the parent/guardian. This date will then be changed automatically to the date of the transaction because Medicaid end dates cannot be back dated.

- Using transaction **ZCDD** and the child's **DCN**,

In Field 101) CLOSE DATE (MMDDYY): Enter the date that the court returned legal and physical custody of the child to his/her parent/guardian.

In Field 102) CLOSE REASON: Enter 19 (Child Returned to Parent/Guardian-SB 1003)

- Using transaction **ZMHU** and the child's **DCN**,

Enter BEGIN DATE (MM/DD/YYYY): This date reflects the date the court returned legal and physical custody to the parent/guardian.

Enter TYPE "R": RETURN HOME – SB 1003

5. Legal custody of the child returns to adoptive parent or guardian via SB 1003 if child is in subsidized adoption or guardianship, the child's ACTS case remains open. Medicaid stays open.

- Using transaction **ZMHU** and the child's **DCN**,

Enter BEGIN DATE (MM/DD/YYYY): This date reflects the date the court returned legal custody to the parent/guardian.

Enter TYPE "R": RETURN HOME – SB 1003.

- Using transaction **ZCCC** and the child's **DCN**,

In Field 24) LEG. STATUS: Enter 5 (Final Custody Awarded to Adoptive Parents) or 9 (Legal Guardianship).

6. Legal custody of the child returns to adoptive parent or guardian via SB 1003. There is no adoption or guardianship subsidy. Medicaid closes. Follow normal procedure to close case in ACTS.

- Using transaction **ZMHU** and the child's **DCN**,

Enter BEGIN DATE (MM/DD/YYYY): This date reflects the date the court returned legal custody to the parent/guardian.

Enter TYPE "R": RETURN HOME – SB 1003

Section 208.204 RSMo stipulates that appropriate services provided by the Department of Mental Health (DMH) for children who return to the custody of their parent/guardian shall be billed to the Department of Social Services/Children's Division by the DMH. Questions about payment for such services for children who lose Medicaid eligibility due to the transfer of custody should be directed to Steve Whitlock at 573-751-8928 or [Steve.Whitlock@dss.mo.gov](mailto:Steve.Whitlock@dss.mo.gov).

**NECESSARY ACTION:**

1. Review this memorandum with all Children's Division staff.
2. Review addition to Child Welfare Manual: [Section 4, Chapter 24, Medical/Mental Health Planning 24.4 – Identification of Children in Custody of the Children's Division Solely for the Purpose of Accessing Mental Health Services](#).
3. Review Memorandum [CD04-83](#).
4. Review Memorandum [CD05-05](#).
5. Review SS-61 Code Sheet and SS-61 Instructions. [CD E-Forms and Instructions](#).
6. All questions should be referred through normal supervisory channels.

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