

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

January 5, 2006

MEMORANDUM

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

FROM: JIM HARRISON, DEPUTY DIRECTOR

SUBJECT: CLARIFICATION OF MEMORANDUM [CD05-80](#) (NEW PLACEMENT CODES FOR RELATIVE AND NON-RELATIVE KINSHIP CARE PROVIDERS)

DISCUSSION:

The purpose of this memorandum is to clarify information in memorandum CD05-80 regarding new placement codes for relative and non-relative kinship care providers.

Memorandum [CD05-80](#) provided information about what staff should do from this point forward with regard to the new placement codes. As discussed in this memorandum, effective immediately staff will no longer be able to enter any new placement subtypes of CTO-C or D on the SS-61 and staff should begin using the new codes of RHU, KHU, KHO, KHB and KHM on all **new** cases. The memorandum includes accurate instructions on how to code new cases from this point forward, but alludes to a process of converting existing placement types to the new placement type codes. It has come to our attention the conversion process is not adequately addressed. Therefore, ***at this time staff should take no action with regard to converting CTO/FHO cases until further notification.***

All current CTO/FHO placements with a relative (C) or non-relative (D) subtype will be converted as soon as possible **by individuals specifically trained in the conversion process.** CTO/FHO conversion trainings are being scheduled for these select individuals and every effort is being made to complete the CTO conversions by January 31, 2006. Staff will be contacted in the near future to provide the case specific information necessary to complete each CTO/FHO conversion. We appreciate your patience as we move through this conversion process.

NECESSARY ACTIONS:

1. Review this memorandum with all Children's Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

Quality Assurance Unit Manager:
Susan Savage
573-751-4319
Susan.K.Savage@dss.mo.gov

JH/SS