

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

February 9, 2006

MEMORANDUM**What's Inside:**

- Responsibility for genetic/paternity testing
- Steps to follow when the Children's Division is requesting the test

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

FROM: PAULA NEESE, INTERIM DIRECTOR

SUBJECT: GENETIC/PATERNITY TESTING

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

Effective October 1, 2004, Paternity Testing Corporation (PTC) became the sole provider of genetic testing services to the Children's Division (CD). [Ref: CSE-#51 (2004)]

When CD requests, or is court ordered to seek a genetic test, field staff should forward a completed copy of the CD Genetic Testing Referral Form with a copy of the court order to their Regional Liaison. The CD Genetic Testing Referral Form is linked to this memo and can be found at the Children's Division Intranet website. Field staff should include on the referral form all identifying information including DCN's, addresses, social security numbers for the child, mother and alleged father(s). The Regional Liaison will then contact the Family Support Division (FSD) to allow FSD to facilitate the genetic testing. If FSD is able to facilitate the testing no further effort will be required from CD. FSD will coordinate, pay for the testing and receive the results and share them with the original requesting CD field staff. **(It is important for field staff to remember to fill out the 201AC along with other appropriate forms when a child enters into CD custody.)**

When CD requests or is court ordered to seek a genetic test and FSD is not able to schedule or pay for genetic testing, CD will be responsible for scheduling the test. In these cases, CD staff should use the following steps:

GENETIC TESTING

STEPS FOR CHILDREN'S DIVISION STAFF:

I. COURT ORDERED GENETIC TESTING FOR ALLEGED FATHERS

- A. Case Manager (CM) obtains copy of court order.
- B. Case Manager completes referral form, with identifying information including DCN'S and social security numbers for child, alleged father(s) and mother, addresses, and with whom they want the child tested. **All participants must have DCN's for the referral to be accepted, this includes an alleged father who may or may not be part of a case plan.**

When possible Case Manager should include the mother in all genetic testing. This is important in that when the mother is also tested it gives a much higher validity to the test.

- C. Case Manager faxes or hand delivers the completed referral form and copy of court order to assigned Regional Liaison.

II. PAYMENT OF TESTING, COPY OF RESULTS

- A. Per contract language, the awarded contractor will send invoice for payment to Central Office.
- B. Within one business day of receiving results, the Regional Liaison will send the results to the referring Case Manager and a copy to Central Office Liaison.
- C. Central Office will process invoice for payment.
- D. Regional Liaison will keep a copy of the referral form in the Regional Office.

III. REGIONAL AND CENTRAL OFFICE LIAISON STEPS FOR GENETIC & CONTACT

CENTRAL OFFICE Liaison (Steve Cramer, PH: 573-522-9306, FAX: 573-526-3971, E-MAIL: Steve.W.Cramer@dss.mo.gov)

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- A. The Regional Liaison will insure that the referral form is filled out completely with names, addresses, and DCN's for all participants and that they have also received the court order for the case. The Regional Liaison will fax the referral form and court order to the genetic testing contracted provider, Paternity Testing Corporation. Once the Regional Liaison confirms the specific time, date and place the testing will take place, they will fill in the specific address for the test and will fax or hand deliver within 2 working days to the Case Manager.
- B. When possible the Case Manager will be present at the testing for facilitation purposes. The Case Manager will also be responsible to make sure the individuals that need to be tested are notified of the testing, and arrange for them to be at the correct location. Notification should be accomplished in writing, which should be a letter generated from the Case Manager. The referral form should not be given to individuals outside of the agency. The referral form contains confidential information on other individuals which can not be shared. The Case Manager, will also inform the participants that they:
 - must have photo ID/birth certificate with them at testing
 - should not eat or drink for 30 min. prior to the testing
 - must be accompanied by a parent or guardian if the individual to be tested is a minor

Note: (If the mother is a minor but has a child, she is considered emancipated. All alleged father's who are minors must have a parent/guardian present at testing.)
- C. The Regional Liaison will maintain a copy of the original Case Manager's referral, a copy of the court order, and copy of the complete referral sent

to PTC. The Regional Liaison will keep an automated log (EXCEL) of all referrals made to the Region, which should include: Participant Names, DCN, Worker, Date Received, PTC Case Number, County, Date Initiated, Date Tested, and Date Concluded

NECESSARY ACTIONS:	
1. Please review this memorandum with all Children's Division Staff.	
2. All questions should be cleared through normal supervisory channels and directed to:	
PDS CONTACT: Steve Cramer, PDS 573-751-8932 Steve.W.Cramer@dss.mo.gov	PROGRAM MANAGER: Cindy Wilkinson, Unit Manager 573-751-3171 Cindy.R.Wilkinson@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS:	
Table of Contents Section 3, Chapter 5 Section 3, Chapter 5, Attachment G	
Forms and Instructions	
<i>CD Genetic Testing Referral Form</i>	
RELATED STATUTE:	
N/A	
ADMINISTRATIVE RULES:	
N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS:	
PROGRAM IMPROVEMENT PLAN (PIP):	
N/A	

PN/SC:js