

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

May 5, 2006

What's Inside:

Changes in
practice to address
COA requirement
S21.10.05

M E M O R A N D U M

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

FROM: PAULA NEESE, INTERIM DIRECTOR

SUBJECT: COMPLETION OF RESOURCE PROVIDER ASSESSMENTS
DUE TO CHANGES IN THE PROVIDER HOUSEHOLD

DISCUSSION:

The purpose of this memorandum is to introduce changes in policy and practice as they relate to the Council on Accreditation (COA) standard S21.10.05. This standard requires an immediate assessment and follow up home study be completed within two weeks of the Division receiving notification of any substantial changes in the composition of a foster, relative or kinship home. We have always required that the home study be updated whenever there are substantial changes, however, there was not a specific timeframe for completion. COA defines substantial changes in household composition as:

- a. Individuals who move in or out of the home
- b. Death or debilitating illness of a caregiver
- c. Structural issues in the home related to fire, flood, or natural disaster; or
- d. Legal proceedings affecting the family such as eviction or divorce.

It is important that staff responsible for licensing such homes meet with the family as quickly as possible after receiving notification of a change in household composition. This notification may be from the family, community members or other Division staff. This assessment is not only important to assure that licensing criteria continue to be met but also to assure that stress these events may cause does not impact the caregivers' ability to adequately care for the child(ren) in their home.

This policy is effective immediately. Manual changes relating to this policy are forthcoming, with related subjects.

NECESSARY ACTION:

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

PDS CONTACT:

Stefanie Wickers
573-751-1354
Stefanie.D.Wickers@dss.mo.gov

PROGRAM MANAGER:

Cindy Wilkinson
573-751-3171
Cindy.R.Wilkinson@dss.mo.gov

CHILD WELFARE MANUAL REVISIONS:

N/A

FORMS AND INSTRUCTIONS:

N/A

REFERENCE DOCUMENTS and RESOURCES:

N/A

RELATED STATUTE:

N/A

ADMINISTRATIVE RULE:

N/A

COUNCIL ON ACCREDITATION (COA) STANDARDS:

S21.10.05

PROGRAM IMPROVEMENT PLAN (PIP):

N/A

SACWIS REQUIREMENTS:

N/A