

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 21, 2007

<b><u>What's Inside:</u></b> Intensive In-Home Services Preliminary Screening
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MEMORANDUM

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: Intensive In-Home Services Preliminary Screening / Referral  
Process

## DISCUSSION:

The purpose of this memo is to introduce changes in policy regarding the referral process for Intensive In-Home Services (IIS). Intensive In-Home Services are designed to prevent out-of-home placement of children. IIS is targeted to families who have children in immediate risk of placement. Immediate risk of placement is defined as a crisis, which erupts and the family or Children's Service Worker (CSW) is ready to recommend out-of-home placement. A preliminary screening is required on all cases when a CSW plans to recommend the removal of child(ren) except in the following situations:

- When a child cannot be adequately protected during the referral and assessment process and must be removed on an emergency basis; or
- When all caregivers have indicated that they will not cooperate with IIS.

The preliminary screening is defined as a conference between the Children's Service Worker and Supervisor to determine if the case is appropriate to refer for Intensive In-Home Services. If the case is deemed appropriate, a referral will then be made to the Intensive In-Home Services Provider; if the case is deemed inappropriate, a referral will not be made.

This preliminary screening will fulfill Children's Division obligation under Section 211.180, RSMo. If a child is removed on an emergency basis, the CSW and Supervisor shall complete a preliminary screening within (72) hours and prior to the Protective Custody Hearing. The results of this screening shall be submitted to the Juvenile Court for consideration in the order of disposition or treatment of the child. If appropriate, a referral will be made to IIS.

All families referred for IIS are received on a first-come, first-served basis. Families that do not meet the criteria, or if there are no available openings, will not be accepted for IIS services. If the referral meets criteria and IIS has openings, the IIS Provider will conduct a screening within twenty-four (24) hours of receipt of the referral. This screening provides the IIS Provider an opportunity to meet the family face-to-face, assess the initial criteria, and explain the services to the family.

All referrals *must* be recorded on the FP-100, referral form. The FP-100 will be completed by the IIS CD worker or contractor. The FP-100 will be entered by the 5<sup>th</sup> of each month. Field #18 will be completed stating whether the case was accepted or not. If the case is not accepted, field #19 will also be completed using the appropriate code on the form indicating the reason it was not accepted. If the case is accepted, an FP-200 *must* be completed upon IIS exit/discharge and at one (1) month, six (6) month, and twelve (12) months following the exit/discharge date to track the status of the child(ren) regarding placement. The FP-200 will be completed by the site coordinator as identified in each IIS site.

All IIS preliminary screenings and referrals should be documented in the narrative and on the court report submitted to the court for the Protective Custody Hearing. This should also be documented on the CPS-1 and CPS-1a for investigation/assessments. The content of this documentation should include the reasoning behind the decisions made in the preliminary screening/referral process.

NOTE: The preliminary screening is conducted by the Children’s Division Worker and Supervisor and, if appropriate, results in a referral to IIS. The IIS screening is conducted by IIS Providers following acceptance of the referral.

**NECESSARY ACTION:**

1. Review this memorandum with all Children’s Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

**PDS CONTACT:**

Venice Wood  
 (573)522-5060  
<mailto:Venice.P.Wood@dss.mo.gov>

**PROGRAM MANAGER:**

Melody Yancey  
 (573)526-8040  
<mailto:Melody.Yancey@dss.mo.gov>

**CHILD WELFARE MANUAL REVISIONS:**

Section 2 Chapter 4 Attachment M: [Intensive In-Home Services \(IIS\)](#)  
 Section 3 Chapter 7.5.1 [Components of IIS Intervention Pre-referral](#)  
 Section 4 Chapter 1.5 [Factors in Recommending Out-of-Home Care](#)

**FORMS AND INSTRUCTIONS:**

FP-100  
 FP-200

**REFERENCE DOCUMENTS and RESOURCES:**

N/A

**RELATED STATUTE:**

[RSMO Chapter 211.180](#)

**ADMINISTRATIVE RULE:**

N/A

**COUNCIL ON ACCREDITATION (COA) STANDARDS:**

N/A

**PROGRAM IMPROVEMENT PLAN (PIP):**

N/A

**SACWIS REQUIREMENTS:**

N/A