

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

October 23, 2008

**What's Inside:**

- OHI and Safety Planning
- Change in OHI On-Call Coverage

**M E M O R A N D U M**

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

FROM: JAMES C. HARRISON, ACTING DIRECTOR

SUBJECT: OUT-OF-HOME CARE INVESTIGATION PRACTICE CHANGES

DISCUSSION:

The purpose of this memorandum is to inform staff about practice changes in Out-of-Home Investigations (OHI).

***Safety Assessment and Safety Planning***

OHI staff will now complete Safety Assessments in the CPS-1, Section 1, Safety Factor Identification, and the CPS 1-A Safety Assessment Part B on all foster home investigations. The OHI investigator will have the foster parent(s) sign Part B. A copy of these will be given to the case manager or other appropriate local office staff as well as to the foster parent(s). This will be a hard copy only. These forms will not be entered in FACES.

If the OHI investigator identifies safety factors, they will immediately contact appropriate local office staff and request they come to the foster home or location of the child(ren) to discuss any identified safety factors and develop a safety plan for the child(ren) in the foster home. Although OHI staff will do the safety assessment, all case management and placement decisions will continue to be the responsibility of the local office staff. In addition to completing the safety assessment, OHI staff will continue to utilize e-mail to convey investigation information to local office staff.

***On-Call Procedures***

The OHI Unit has made changes to their on-call procedure. Effective October 6, 2008 there will be two OHI staff, in different parts of the state, on call after hours and weekends. OHI on-call staff are expected to make personal contact, on any reports requiring contact, which are in their designated geographic area. Generally, they will not be able to make personal contact on those reports outside their normal designated area. Having two OHI staff on-call will reduce, but not entirely eliminate, the need to request local office assistance in making initial foster home contacts.

These two new processes are intended to clarify and improve communication between OHI staff and local office staff during foster home investigations.

SS/JH

<b>NECESSARY ACTION:</b>  1. Review this memorandum with all Children's Division staff. 2. All questions should be cleared through normal supervisory channels and directed to:	
<b>PROGRAM MANAGER CONTACT:</b> Rick Hill (573) 751-6781 <a href="mailto:Richard.A.Hill@dss.mo.gov">Richard.A.Hill@dss.mo.gov</a>	<b>ACTING DEPUTY DIRECTOR:</b> Susan K. Savage (573) 751-4319 <a href="mailto:Susan.K.Savage@dss.mo.gov">Susan.K.Savage@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS:</b> N/A	
<b>FORMS AND INSTRUCTIONS:</b> N/A	
<b>REFERENCE DOCUMENTS and RESOURCES:</b> N/A	
<b>RELATED STATUTE:</b> N/A	
<b>ADMINISTRATIVE RULE:</b> N/A	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS:</b> N/A	
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR):</b> N/A	
<b>SACWIS REQUIREMENTS:</b> N/A	