

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

November 10, 2009

**MEMORANDUM**

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: NOTICE TO RESCIND CSEM03-12 AND CLARIFICATION  
REGARDING CTS SUPPLEMENTAL SERVICES CONTRACT

DISCUSSION:

The purpose of this memorandum is to inform staff Memorandum CSEM03-12 has been rescinded, effective immediately. Staff shall no longer use the service code FVST as a mechanism for payment of supervised visitation. The Children's Treatment Services (CTS) Supplemental contract was revised as of July 1, 2008, and significant changes were made in order to improve the quality of contracted services to children and families provided by the Division and/or its contracted personnel.

Service Delivery Coordination (SDCR) was added to the CTS Supplemental contract to be used as a means of last resort. This service code was intended to assist with identified case management activities for clients of the Division as directed by the Division. Staff may use a CTS Supplemental contractor who has been awarded SDCR to provide assistance in the completion of supervised visitation. However, SDCR is not to be used as a case management staff position.

Resource providers may continue to supervise visits for children in their care. However, there is no contractual mechanism to pay resource providers to provide supervised visitation in addition to the maintenance payment of their contracted service.

It is the responsibility of the local office to ensure that only contractors appropriately awarded specific services are providing those services in accordance with the parameters of the contract. The local office is also responsible to maintain the appropriate documentation to verify the provision of services for which the contractor bills the Division.

In order for staff to ascertain if a contractor has been awarded a specific service, staff may use the Legacy (PROD) system under the heading "ZVCR" with the contractor's Department Vendor Number. Use an "X" as an indicator next to the contract you wish to

**What's Inside:**

Notice to rescind CSEM03-12 and  
Clarification Regarding CTS  
Supplemental Services Contract

review, and push the F3 button. This will identify the services which the provider has been awarded under the contract selected.

For the purpose of billing, all CTS contractors have signed an agreement to obtain the CS-108 from E-forms on the Division Internet site, and use it to verify all face to face units for which they intend to bill the Division. When possible, it is encouraged for staff at the local office to authorize services through the Service Eligibility Authorization System (SEAS). The contractor is required to submit a signed CS-108 and CS-65A for all services billed through SEAS. Should staff bill for CTS services through the Children's Services Integrated Payment System (CSIPS), a copy of the CS-108 form should be attached or enclosed with the CS-65, and sent to the Payment Unit at Central Office. Should staff encounter case specific billing questions, staff should go through the chain of command, and if necessary, contact the Payment Unit at 573-526-3423.

A [CTS Supplemental Services Power Point](#) has been added to the Children's Division Intranet. The Power Point explains the application and intended usage of each of the CTS Supplemental service codes. The CTS Supplemental contract maintains an open solicitation status, which allows for any potential provider to submit an offer to become a CTS Supplemental Contract provider at any time. Should staff receive correspondence from anyone seeking a CTS Supplemental Contract, staff should forward their request to the Contract Management Unit.

NECESSARY ACTIONS:	
<ol style="list-style-type: none"> <li>1. Please review this memorandum with all Children's Division Staff.</li> <li>2. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
PDS CONTACT: Scott B. Montgomery, PDS 573-526-5408 <a href="mailto:Scott.B.Montgomery@dss.mo.gov">Scott.B.Montgomery@dss.mo.gov</a>	PROGRAM MANAGER Dena Driver 573-751-3171 <a href="mailto:Dena.Driver@dss.mo.gov">Dena.Driver@dss.mo.gov</a>
CHILD WELFARE MANUAL REVISIONS: N/A	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE:	
ADMINISTRATIVE RULE N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A	
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A	

**PROTECTIVE FACTORS**

Parental Resilience-N/A

Social Connections-N/A

Knowledge of Parenting and Child Development-N/A

Concrete Support in Times of Need-N/A

Social and Emotional Competence of Children-N/A

**FACES REQUIREMENTS**

N/A