

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

November 8, 2010

**What's Inside:**  
Revision of the  
Resource  
Home and  
Safety Checklist

M E M O R A N D U M

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF  
FROM: CANDACE A. SHIVELY, DIRECTOR  
SUBJECT: REVISION OF THE RESOURCE HOME AND SAFETY CHECKLIST

DISCUSSION:

In response to the Continuous Quality Improvement Process, the Resource Home and Safety Checklist, CS-45, and its instructions for completion have been revised to clarify the appropriate uses of the form.

The CS-45 is used to determine that a potential placement home meets the required safety standards per 13 CSR 35-60.040, Licensing of Foster Family Homes; Physical Standards for Foster Homes.

Licensing Workers use this form in its entirety, completing all sections for all resource provider homes during the licensing process.

Workers use this form as a safety checklist for potential placement providers completing only sections A, B, and D, at such time it is determined that the child(ren) cannot remain in their household until certain changes have been made and, therefore, a potential unlicensed kinship or relative provider has been identified for temporary placement.

The form serves to inform the potential placement provider of the expectations and to gain general information. A potential placement provider shall not be licensed until the home meets safety standards.

The revised CS-45 and instructions are available on Children's Division E-forms. The revised form is to be utilized beginning the date of this memorandum.

**NECESSARY ACTION**

1. Review this memorandum with all Children's Division staff.
2. Review revised Children's Division form as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to

<b>PDS CONTACT</b> Elizabeth Tattershall 573-522-1191 <a href="mailto:Elizabeth.Tattershall@dss.mo.gov">Elizabeth.Tattershall@dss.mo.gov</a>	<b>PROGRAM MANAGER</b> Dena Driver 573-751-3171 <a href="mailto:Dena.D.Driver@dss.mo.gov">Dena.D.Driver@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b> N/A	
<b>FORMS AND INSTRUCTIONS</b> <a href="#">Resource Home and Safety Check List, CS-45</a>	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> N/A	
<b>RELATED STATUTE</b> N/A	
<b>ADMINISTRATIVE RULE</b> Licensing of Foster Family Homes <a href="#">13 CSR 35-60.040</a> .	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> N/A	
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> N/A	
<b>PROTECTIVE FACTORS</b> 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	
<b>FACES REQUIREMENTS</b> N/A	