

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

February 22, 2011

MEMORANDUM

What's Inside:
DYS/CD Dual
Custody

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: DUAL CUSTODY BETWEEN THE DIVISION OF YOUTH SERVICES AND CHILDREN'S DIVISION

DISCUSSION:

The purpose of this memorandum is to inform staff of the appropriate protocol to follow when working with youth in the dual custody of the Division of Youth Services (DYS) and the Children's Division (CD) and to encourage communication and collaboration between the two agencies.

Roles and Responsibilities of the DYS worker

The role of DYS is to care for and treat delinquent youth committed to their custody. In the majority of cases, youth are only able to access services if they are in DYS custody. However, in some cases, at the request of the circuit court, DYS may provide services for youth who have not been committed if they remain under the supervision of the juvenile court. These referrals must be handled on a case by case basis. A list of the DYS Service Coordinator Supervisors for each circuit has been provided below. These supervisors should serve as a point of contact for CD when making referrals to DYS prior to making a request to the court. Staff should invite DYS to Family Support Team meetings and court hearings when appropriate.

Protocol

When youth are court ordered into the dual custody of DYS and CD for the purpose of obtaining additional treatment services, the following protocol should be utilized:

- CD staff should send a copy of the court order through the appropriate channels to their Division of Legal Services (DLS) representative for review.
- All youth determined to be in the dual custody of DYS and CD should be coded in FACES as Legal Status 1.

- If it is determined by the DYS Service Coordinator Supervisor and CD that the youth should be placed in a DYS facility in which DYS is going to provide the cost of care, CD staff should enter a new placement and select a placement type of CTO on the placement screen in FACES.
- CD staff will abide by all case management activities as required for LS-1 children including visiting with the child in the placement at least once a month, regardless of the placement type.

MO HealthNet Related Issues Surrounding Dual Custody

The agency with physical custody that is providing primary financial support of the youth should be the agency to open the Medicaid eligibility. Thus, if CD has an open Title XIX in FACES and the child is to be placed in a DYS facility, CD should put an end date on the Title XIX field in FACES to allow DYS to open Medicaid for the youth.

Further, if a youth is discharged from a DYS facility and is placed in a CD placement, staff may reopen Title XIX in FACES by entering a new Title XIX begin date to allow CD to be reimbursed for the care provided to the youth.

Youth Transitioning from DYS to CD Custody

It is also important to provide support for youth transitioning from one custodial agency to another, when there is no dual custody. The court may commit a youth to DYS custody and order custody with CD at the time the youth is released from DYS. In addition, the court may commit a child in CD custody to DYS and relieve CD of court jurisdiction. Whether transitioning from DYS custody to CD custody or CD custody to DYS custody, the CD worker should attend staffings at DYS to monitor the youth’s progress and to promote a smooth transition between the agencies.

For more information regarding the Division of Youth Services, please see the DYS [frequently asked questions](#) link or contact your local DYS Service Coordinator Supervisor.

NECESSARY ACTION:	
<ol style="list-style-type: none"> 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: Christy Collins (573) 751-9603 Christy.Collins@dss.mo.gov	PROGRAM MANAGER: Dena Driver (573) 751-3171 Dena.Driver@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS: Section 4 Chapter 3 Attachment A Dual DYS and CD Custody	

FORMS AND INSTRUCTIONS N/A
REFERENCE DOCUMENTS AND RESOURCES DYS Service Coordinator Supervisors
RELATED STATUTE N/A
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