

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

February 10, 2012

M E M O R A N D U M

What's Inside:

- CW-103
- CW-103 ATTACHMENT A
- CW-103 ATTACHMENT B

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: INTRODUCTION OF THE NEW AND REVISED TOOLS FOR CHILD/FAMILY HEALTH AND DEVELOPMENTAL ASSESSMENT

REVISED/NEW TOOLS:

- CW-103
- CW-103 ATTACHMENT A
- CW-103 ATTACHMENT B

DISCUSSION:

The purpose of this memorandum is to introduce revisions to forms and instructions for the *Child/Family Health and Developmental Assessment (CW-103)* and to introduce the new *Parent Information Form (CW-103 Attachment A)* and the *Relative/Kinship Information Form (CW-103 Attachment B)*. These revisions are the result of a CQI request to combine the information collected on the *CW-103* and the *Placement Planning Form (CW-15)*.

Together the CW-103 and attachments A and B provide comprehensive health and developmental information about the child, the child's parents, grandparents, siblings, other relatives and significant adults in that child's life. These forms provide the Division with valuable insight into the child's health and developmental history to better manage the child's case throughout the out-of-home process. The worker is responsible for assuring the CW-103 and attachments are completed by assisting the appropriate party (the child's parent(s), guardian, relative or significant adult) in filling out the forms or by engaging the appropriate party to assist the worker in filling them out.

The Children's Service Worker should begin the process of completing these forms at the time of initial contact; but should continue to gather information during subsequent visits with the family until the form is complete.

The *Child/Family Health and Developmental Assessment (CW-103)* is primarily health and developmental information specific to the child. The resource provider is given a

copy of the CW-103 at the time of placement. If none or only part of the information is known, share what is available and continue sharing medical history as it is collected.

The *Parent Information Form (CW-103 Attachment A)* is used to collect specific information about the child’s parents. The section titled “Child’s Relatives and Friends of the Family” is used to list grandparents, siblings, other relatives and significant adults in the child or the family’s life. Significant adults in the child or family’s life refer to individuals who have served as positive supports for the family who may continue to be involved or may serve as possible supports, resources, or possible resource providers as the case progresses.

The *Child/Family Health and Development Assessment - Relative/Kinship Information (CW-103 Attachment B)* is used to gather more information for the individuals listed in the “Child’s Relatives and Friends of the Family” section. A CW-103 Attachment B does not have to be filled out for every person listed, but should be utilized for individuals who have had an impact on the child or family or for persons who could be involved with the child as a positive influence or resource.

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 Randall D. McDermit 573-751-8932 Randall.D.McDermit@dss.mo.gov	PROGRAM MANAGER Amy L. Martin 573-751-3171 Amy.L.Martin@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS	
Section 4, Chapter 3.1.3 Initial Parental Involvement – First 24 Hours	
Section 4, Chapter 4.6 Preparing the Child for Placement	
Section 4, Chapter 5.1 Placement in a Resource Family	
<u>FORMS AND INSTRUCTIONS</u>	
Child/Family Health and Developmental Assessment (CW-103) Parent Information (CW-103 Attachment A) Relative/Kinship Information (CW-103 Attachment B).	
REFERENCE DOCUMENTS AND RESOURCES	
N/A	
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 N/A

Parental Resilience

Social Connections

Knowledge of Parenting and Child Development

Concrete Support in Times of Need

Social and Emotional Competence of Children

FACES REQUIREMENTS

N/A