

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

February 22, 2012

What's Inside:Resource Home
Licensure
Supervision
Transfers between
Agencies

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: RESOURCE HOME LICENSURE SUPERVISION TRANSFERS
BETWEEN AGENCIES

DISCUSSION:

The purpose of this memorandum is to introduce protocol for the transfer of licensure supervision between agencies. A resource provider may choose to have their license supervised by a different agency than the agency that developed their home. If that occurs, there are specific guidelines to make the transition.

The resource providers must notify both their current agency and the new agency in writing of the intent to have their license supervised by a new agency. The written notification will be placed in the case file. The new agency will not accept the licensing case transfer until they have completed a safety check of the home using the Resource Home and Safety Checklist, CS-45, and received a copy of the current and complete licensing case file. The new agency has the option to not accept the license supervision transfer. The new agency will provide in writing to the current agency the reason(s) for not accepting the license supervision transfer.

The current agency will ensure that the licensing case file is up-to-date and contains all required documents. The current agency will write a concluding narrative that is placed in the case file. The current agency will make a copy of the entire case file. The original case file will remain with the agency that developed the resource home. A licensing file cannot be transferred to another agency when re-licensure is due in less than three (3) months. License supervision cannot be transferred while a resource home is on Administrative Hold.

The new agency is responsible for collecting the certificate of licensure from the resource provider and providing the new certificate of licensure. The new certificate will be printed by Central Office once the new worker information is entered in FACES. The new agency is responsible for all data entry changes in FACES. The change of agency

license supervision is identified in FACES by entering a new worker on the Vendor License/Approval and Renewal screen.

The transfer of the case file, completion of the home safety check, and providing the new certificate to the provider will all be completed within thirty (30) working days of receiving the resource provider's written request for a change of agency licensure supervision. A resource home may only transfer agencies once during a 2 year licensure/approval period.

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 Elizabeth Tattershall 573-522-1191 Elizabeth.Tattershall@dss.mo.gov	PROGRAM MANAGER Dena Driver 573-751-3171 Dena.D.Driver@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS Case Record Maintenance and Access, Case Record Transfer Procedures, Section 5 Chapter 3 Subsection 10	
FORMS AND INSTRUCTIONS NA	
REFERENCE DOCUMENTS AND RESOURCES Resource Home and Safety Check List, CS-45	
RELATED STATUTE 210.486	
ADMINISTRATIVE RULE 13 CSR 35-60.010(1)(C)	
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