

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

February 5, 2013

**What's Inside:**

IIS PRR Revision

**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:** INTENSIVE IN HOME SERVICES (IIS) PEER RECORD REVIEW REVISION

**DISCUSSION:**

The purpose of this memorandum is to inform staff about enhancements to the IIS Peer Record Review (PRR) tool. A workgroup comprised of contracted and Children's Division (CD) staff from each of the regions made recommendations for changes to the review tool. These changes better align the tool with the current contract language.

In addition to assuring quality services are provided to children and families served by the Children's Division, the peer record review process gives CD and contracted staff an opportunity to discuss strengths and obstacles within their individual sites and to assist in ongoing staff development.

The new IIS PRR tool will be effective the first quarter of 2013. Staff should destroy all old copies of the tool and begin utilizing the new version.

**NECESSARY ACTION:**

1. Review this memorandum with all Children's Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

**PDS CONTACT:**

**PROGRAM MANAGER:**

Christy Collins  
 (573) 751-9603  
[Christy.Collins@dss.mo.gov](mailto:Christy.Collins@dss.mo.gov)

**CHILD WELFARE MANUAL REVISIONS:**

N/A

<p><b>FORMS AND INSTRUCTIONS</b>  <a href="#">Intensive In Home Services Peer Record Review, CS-130 IIS</a>  <a href="#">Intensive In Home Services Peer Record Review Instructions, CS-130 IIS Instructions</a></p>
<p><b>REFERENCE DOCUMENTS AND RESOURCES</b>  N/A</p>
<p><b>RELATED STATUTE</b>  N/A</p>
<p><b>ADMINISTRATIVE RULE</b>  N/A</p>
<p><b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b>  N/A</p>
<p><b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b>  N/A</p>
<p><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</p>
<p><b>FACES REQUIREMENTS</b>  N/A</p>