

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

February 8, 2013

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: Contact List Screen Requirement Changes

DISCUSSION:

The purpose of this memorandum is to discuss changes in the address requirements on the Contact List Screen in FACES. Effective with this memo, this becomes a mandatory field for Transitional Living Group (TLG) Homes and Transitional Living Scattered Site (TLS) placements and should be entered for all youth immediately.

Development has begun for the Older Youth Program forms to be integrated into FACES. When this project is completed, the referral process will be electronic from case manager to Older Youth Transition Specialist (OYTS) to contractor (Transitional Living Program, Chafee, Chafee Aftercare). In order for the referral to recognize the correct agency, the OYTS to be assigned, and the physical whereabouts of the youth to be known, address information for the youth must be pulled from the Contact List Screen in FACES. The Placement Screen does not show the physical address of the youth for TLG and TLS placements. If there is no information or inaccurate information, contact cannot be made with these youth.

The Contact List Screen needs to be updated for all youth currently in a TLG or TLS placement. This will ensure a referral be can uploaded in the referral system so testing can begin.

In October 2012, surveying of 19 year olds for the National Youth in Transition Database resumed. These youth will be surveyed again at the age of 21 when they are no longer in care. As the youth are no longer in care, the address information will be pulled from the Contact List Screen in FACES. If there is no information or inaccurate information in FACES on the Contact List Screen, a survey cannot be mailed. Children's Division must survey 60% of the youth no longer in care and 80% of youth in care to be in compliance with NYTD federal requirements.

Each time a new placement is made, staff should update the Contact List Screen as well as the Placement Information screen. This information should also be updated at case

What's Inside:

Contact List
Screen
Requirements

closure. If a youth does not have an e-mail address, leave this field blank. Permanent contact information should be reviewed each time a placement is made to keep the information as current as possible.

NECESSARY ACTION	
<ol style="list-style-type: none"> 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 Sally A. Gaines 573-522-6279 Sally.A.Gaines@dss.mo.gov	PROGRAM MANAGER Amy Martin (573)751-3171 Amy.L.Martin@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES CD10-100	
RELATED STATUTE John F. Chafee Foster Care Independence Act (1999)	
ADMINISTRATIVE RULE 45 CFR Part 1356 Chafee National Youth in Transition Database; Final Rule	
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A	
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A	
PROTECTIVE FACTORS Parental Resilience: N/A Social Connections: http://dss.mo.gov/cd/info/cwmanual/philbase.pdf 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 Contact List Screen	