

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

June 17, 2013

M E M O R A N D U M

**What's Inside:**  
 Revisions to  
 Resource Home  
 and Safety Checklist

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

**FROM:** CANDACE A. SHIVELY, DIRECTOR

**SUBJECT:** REVISIONS TO RESOURCE HOME AND SAFETY CHECKLIST

**DISCUSSION:**

The purpose of this memorandum is to introduce revisions to the Resource Home and Safety Checklist, CS-45, in response to a state level Continuous Quality Improvement request.

The CS-45 is the tool used when completing a safety walk through of relative and kinship homes to determine the safety of the environment prior to making a placement in the home. The CS-45 is also used as a tool to check some of the safety standard requirements for initial license and license renewal of resource home.

Check boxes to indicate which purpose the form is being completed have been added. Check boxes indicating if fingerprint results for all household residents age 17 and older have been received and if the fingerprint results are clear have also been added to the form.

<b>NECESSARY ACTION</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children's Division staff.</li> <li>2. Review revised Children's Division Form as indicated below.</li> <li>3. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT</b> Elizabeth Tattershall 573-522-1191 <a href="mailto:Elizabeth.Tattershall@dss.mo.gov">Elizabeth.Tattershall@dss.mo.gov</a>	<b>PROGRAM MANAGER</b> Amy Martin 573-751-3171 <a href="mailto:Amy.L.Martin@dss.mo.gov">Amy.L.Martin@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b>	
N/A	

<p><b>FORMS AND INSTRUCTIONS</b>  <a href="#">Resource Home and Safety Check list, CS-45</a></p>
<p><b>REFERENCE DOCUMENTS AND RESOURCES</b>  <a href="#">Family Arranged Relative or Kinship Care, Section 4 Chapter 12 subsection 2</a>  <a href="#">Resource Family Licensing and Assessment Process, Section 6 Chapter 3 Attachment A</a>  <a href="#">Guide for Conducting Renewal Assessment, Section 6 Chapter 3 Attachment D</a></p>
<p><b>RELATED STATUTE</b>  <a href="#">RSMo 210 Child Protection and Reform</a></p>
<p><b>ADMINISTRATIVE RULE</b>  <a href="#">Title 13 Department of Social Services Division 35 Children's division Chapter 60 Licensing of Foster Family Homes</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> N/A  Parental Resilience  Social Connections  Knowledge of Parenting and Child Development  Concrete Support in Times of Need  Social and Emotional Competence of Children</p>
<p><b>FACES REQUIREMENTS</b>  N/A</p>