

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

MAY 21, 2015

What's Inside:

Protocol when visiting a licensed residential treatment agency for children and youth

M E M O R A N D U M

TO: REGIONAL DIRECTORS, FIELD SUPPORT MANAGERS,
CIRCUIT MANAGERS AND SUPERVISORS

FROM: TIM DECKER, DIRECTOR

SUBJECT: Protocol When Visiting a Licensed Residential Treatment Agency
for Children and Youth

DISCUSSION:

With the advent of the case manager taking on the primary responsibility of visiting a child placed in a licensed residential treatment agency for children and youth, it is important to review basic protocol in order to maximize the successful outcome of the visit. The primary reason for the visit is to ensure the child's continued health, safety, and welfare while in placement. The case manager also wants to ensure that the services the child is receiving are consistent with the child's case plan. The following is suggested protocol to help enhance the visit:

- Prior to the visit, contact the program director/designee of the licensed residential treatment agency and schedule the visit;
- On the day of the visit, check in with the program director/designee and comply with security policy the residential treatment agency for children and youth may have, for example, signing in and out and wearing a visitor badge;
- Discuss with the program director/designee how the child you plan to visit is doing the day of the visit. Together, assess any safety issues which impact how the visit will be conducted. For example, should the visit remain on site for security reasons, etc., or is there the option of having it off-site;
- If you are visiting more than one (1) child, consider the confidentiality needs of each child;
- After your visit with the child, have a brief exit meeting with the program director/designee. If you have concerns in the course of your visit with the child, share them with the program director/designee;
- Report any concerns you may have related to child abuse/neglect to the children's hotline (800-392-3738);
- If you have concerns related to the licensure of the residential treatment agency for children and youth pursuant to Chapter 71 of the Children's Division (CD)

rules, please contact the Residential Program Unit at 573-751-4954 or via E-mail at cd051ask@dss.mo.gov to alert the respective Regional Licensing Consultant.

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 N/A	PROGRAM MANAGER Program Manager’s Name Fred Proebsting Program Manager’s Number: 573-751-4954 Program Manager’s E-mail: fred.proebsting@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES http://dssweb/cs/programs/rpu/child_placing/rcp_geo_regions.pdf	
RELATED STATUTE http://dssweb/cs/programs/rpu/licensure_statutes.htm	
ADMINISTRATIVE RULE http://www.sos.mo.gov/adrules/csr/current/13csr/13c35-71.pdf http://www.sos.mo.gov/adrules/csr/current/13csr/13c35-50.pdf	
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A	
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A	
PROTECTIVE FACTORS 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

FACES REQUIREMENTS

N/A
