

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 5, 2018

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: JULIE LESTER, INTERIM DIRECTOR

SUBJECT: RESOURCE DEVELOPMENT PRACTICE

DISCUSSION:

The purpose of this memorandum is to introduce three (3) forms used for resource development, as a result of a case read project in 2017 and in response to Family First Legislation, Council on Accreditation (COA), and the Federal Bureau of Investigations (FBI).

The Children's Division conducted a case read exercise of randomly selected Foster and Relative resource home case files from February through August 2017. The purpose of the exercise was to determine if consistent best practices are being followed, what kind of support Central Office may provide to staff and suggestions from policy specialists to provide guidance for improved practice. This memorandum responds to the observed case file maintenance and FACES data entry information from this case read. It also identifies the trends regarding correct practice as supported by statute, regulation and policy which were discovered when the cases were read during calendar year 2017 by Central Office staff.

FACES Data Entry

All data including but not limited to dates, names, and other documentation entered in FACES must have a supporting document in the file with the same date and information.

Examples include:

A) Background checks;

- Criminal background check from fingerprints dates in FACES must have the fingerprint result/letter with same date.
- Case.net check date in FACES must have the printed page from the Case.net web page with the date of the check located on the page.
- Family Care Safety Registry check date in FACES must have the result letter with the same date.

- If there are printed Child Abuse and Neglect prior history screen from FACES documents in the file due to adverse actions, they must have the same date on the document as what was entered in FACES.
- The printed page from the Missouri State Highway Patrol when doing a sex offender check by the resource home's address, must have the address of the residence on the document.

B) The Home Assessment and Re-assessment must have dated signatures of the resource parents(s), worker and worker's supervisor. The date each individual signed the document is the date that is entered in FACES indicating the document was reviewed and approved.

C) The begin date of the license cannot be prior to the dates of the Home Assessment signatures.

D) Dates of training completion entered in FACES must have a certificate and/or sign-in sheet with the same date.

E) FACES data is to be entered timely. Updates and new information should be entered within 48 hours of changes.

There is a resource, *FACES Instructions for Resource Licensing and Resource Approval*, located on the FACES Information page that provides detailed instructions of the correct process to enter data in FACES.

Training

All applicants are to complete the Missouri Respite; An Introduction to Missouri Foster Care. The title of this training has been revised; *Introduction to Missouri Foster and Respite Care Resource Provider Training*.

Pre-service training is required for all resource homes to be approved for licensure or approval to provide foster care services:

FH – 27 hours of STARS

RH – 9 hours of STARS Caregiver Who Knows the Child

Level A – 27 hours of STARS plus 18 hours of Level A

Level B – 27 hours of STARS plus 18 hours of Level A plus 9 hours of Level B

MH – medical home – 27 hours of STARS, or 9 hours of STARS for the Caregiver Who Know the Child for relative applicants plus specific medical training to meet the needs of the foster youth requiring elevated medical needs foster care services.

RS – 2 hours of the Introduction to Missouri Foster and Respite Care Resource Provider Training

RP – 8 hours of Level B Respite Training

A minimum of 30 hours of In-service training is required for a license to be renewal. Required in-service trainings include:

Introduction to Missouri Foster and Respite Care Resource Provider Training, V130
Reasonable and Prudent Parenting Standard, V280

Trauma, V215
Secondhand Smoke Exposure Protection, V113
Sibling Placement, V804
Psychotropic Medications, V254
Laws and Policies, V400
Healthy Relationships, V803
Informed Consent, V150
Orientation to Foster Care Bill of Rights, V160

In some cases, a worker may review a relative resource home training record and approve that the relative may be renewed without the required 30 hours of in-service training. However, all licensed homes must complete the required in-service trainings listed above.

For data collection and confirmation of trainings completed, it is important to use a training code for the type of training completed. Required trainings have assigned codes. Use of the “other” training codes should be minimal. For example:

- A resource parent goes to training about grief and loss, the training code V105 which is labeled *separation and grieving* should be entered in FACES – not “other”.
- A resource parent completing training to be approved to be contracted to provide foster care services for a foster youth with the elevated medical needs goes to a training about the diet for a diabetic, the code V253- Nutrition, should be entered in FACES – not “other”
- A resource parent completes training to understand the foster youth in their home with the diagnosis of Anorexia, the code V253,- Nutrition, should be entered in FACES – not “other”.

Case File Maintenance

Child Welfare Manual [Section 5 Chapter 1 Subsection 4](#) provides the information of what sections of information are required in the resource parent case file and the documents placed in the file. This section also provides instruction regarding documentation of case narrative and quarterly summaries. Instruction regarding writing Home Assessments, Re-assessments and amendments is located in [Section 6 Chapter 3](#).

The current Foster Family Profile, CD-56, belongs in the front of the file. At each renewal a new CD-56 is completed and the obsolete CD-56 is placed in the Family Assessment section. The Foster Family Profile section also contains a current photo of the resource family without the foster youth. It also contains a photo of their home. The photo of the home should show a complete picture of the exterior of the home including the address of the home.

Forms

Many forms must be completed for a home to be assessed for licensure and to be assessed for license renewal. There are also forms completed on a quarterly basis to provide support to the home and monitor the home meets licensing standards. These required forms include:

CS-42, Foster/Adoptive Foster Care Application
CS-56, Foster Family Profile
CD-101, Notification of Hazards
CD-117, Safe Sleep Practices
CD-118, Quarterly licensing visit and summary (printed from FACES)
CD-119, Discipline Agreement
CD201, Placement Exception Form, if applicable
CD-108, Resource Acknowledgement Form
CD-109, Items Viewed for Resource Licensing / Approval
SS-6, Authorization for Release of Medical/Health Information
CD-98, Authorization for Release of Non-Medical Records by/to Children's Division
CS- 101J, Sanitation Inspection, if applicable
Well Water Check (Health Department), if applicable
Fire & Safety Inspection, if applicable
CD-172, Resource Provider Case File Transfer Checklist, if applicable

Documents to view, not retain in the resource file

It is important to remember there is to be no child-specific form or information placed in the resource provider case file.

Forms that must be reviewed and discussed with the resource applicants, but not kept in the file include but not limited to:

- Birth certificates
- Divorce decrees
- Marriage certificates
- Military discharge papers
- Social Security cards
- Bank statements
- Tax forms
- Driver's license
- Insurance cards
- STARS and Caregiver homework, including biographical information

New Forms

In conclusion, three new forms are posted to assist staff with appropriate and efficient case file management:

1. Resource Parent Acknowledgment; required form to support that the resource parent has been provided vital information and understands expectations. Items on this form include:
 - a. Assurances required by the Family First Legislation for foster family home licensing standards
 - b. Acknowledgement required by the Federal Bureau of Investigations regarding privacy rights and fingerprint results
 - c. Confirmation of information received required by COA standards

2. Items Viewed for Resource Licensing and Resource Approval; required form to support that information was viewed by the worker to correctly create a home assessment and home re-assessment
3. Resource Provider Case File Transfer Checklist; required form attached to all resource parent files that are transferred to different offices/agencies

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. Review new Children’s Division Forms as indicated below 4. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT Elizabeth Tattershall 573-522-1191 Elizabeth.Tattershall@dss.mo.gov	MANAGER CONTACT Amy Martin 573-526-8040 Amy.L.Martin@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS Recording Home (Licensing) Records 5.1.4 Specifics on Documentation in Resource Licensing, 5.2.9	
<u>FORMS AND INSTRUCTIONS</u> Resource Acknowledgement Form, CD-108 Items Viewed for Resource Licensing / Approval, CD109 Resource Provider Case File Transfer Checklist, CD-172	
REFERENCE DOCUMENTS AND RESOURCES Section 5 Chapter 1 Subsection 4 Section 6 Chapter 2 Section 6 Chapter 3	
RELATED STATUTE AND REGULATION 13 CSR 35-60 Section 50731 of P.L. 115-123, Section 471(a)(36)	