



Practice Alert

Resource Development Worker Responsibility Reminders

The recruiting, maintaining, and supervising of resource providers has many daily requirements for a resource development worker. The data information retention and entry in FACES for resource providers is extensive. The completion of all forms is necessary. The daily availability and communication with the family is vital. The following are a few important steps to remember:

- Accurate and timely data entry in FACES [Worker Responsibilities](#)
- Instructions for data entry in FACES are located in the [FACES Instructions for Resource Licensing and Resource Approvals](#)
- Home assessments updated within two weeks if there are any changes in the household [13 CSR 35-60.050 Care of Children 2 \(B\)](#)
- License or approval begin dates cannot begin prior to all the requirements being completed including all background checks, training, and home assessment
- Licenses and Approvals are renewed prior to expiration. Please use the friendly reminder letter [CD-102](#) to assist with timely renewals
- Please verify the correct MACHS registration number is provided to resource providers on the authorization letter to register for fingerprinting. Providing an incorrect code creates delay in license and approval, lost results and fiscal impacts for the provider as well as the agency. Replacement fingerprinting results cannot be requested per Missouri State Highway Patrol <http://dss.mo.gov/cd/info/memos/2014/cd14-027.pdf>
- An application should be entered in FACES only when:
 - an application has been received and approved for entities desiring to pursue licensure or approval, and
 - for those RH and KH providers where a foster youth has been placed in the home
- The supervisor approves the recommendation made by the resource development worker after the supervisor verifies:
 1. The license or approval is to be opened, or
 2. All time frames for due process have been met for the applicant to be

denied, or

3. A written statement from the applicant requesting their application be withdrawn is in the case file

<http://dssweb/cs/pracpoints/pdf/resdev/pp12-rd-02.pdf>

- All resource applicants are required to complete the *Missouri Respite Care Training: An Introduction to Foster Care* per memo CD14-17, <http://dss.mo.gov/cd/info/memos/2014/cd14-017.pdf>

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