

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

March 1, 2010

What's Inside:
Clarification of
Respite Provider
case file and
Respite Unit Use

M E M O R A N D U M

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF
FROM: PAULA NEESE, DIRECTOR
SUBJECT: CLARIFICATION OF RESPITE PROVIDER CASE FILE AND RESPITE UNIT USE

DISCUSSION:

Policy requires that a respite provider case file be maintained for those respite providers who have no other foster care license case file. There have been revisions to the case recording section of the Respite section. These revisions include:

- Clarification for whom a respite provider case file is created
- Training documentation

Respite policy allows for licensed resource providers to receive 12 units of respite annually, and 14 units plus one weekend per month for licensed providers with an Elevated Needs Level B (career) Cooperative Agreement. The purpose of respite services is to stabilize the foster placement in the home.

Policy has been revised to clarify that the licensed resource provider receives their foster care maintenance **only** while the child is placed in the policy allowed respite care units.

If extenuating situations necessitate additional respite units, Regional Director or designee approval is required. Documentation of the approval must be maintained by attaching it to the Respite Unit Tracking Log, CD-113, and the Children's Services Integrated Payment System Invoice, CS-65.

It is the local staff's responsibility to track the number of respite units utilized by the licensed resource parent. Tracking is done on the Respite Unit Tracking Log, CD-133.

NECESSARY ACTION

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.

<p>3. All questions should be cleared through normal supervisory channels and directed to:</p>	
<p>PDS CONTACT Elizabeth Tattershall 573-522-1191 Elizabeth.Tattershall@dss.mo.gov</p>	<p>PROGRAM MANAGER Dena Driver 573-751-3171 Dena.Driver@dss.mo.gov</p>
<p>CHILD WELFARE MANUAL REVISIONS Respite Case Recording Reimbursement for Respite Care</p>	
<p><u>FORMS AND INSTRUCTIONS</u> Respite Unit Tracking Log, CD-113</p>	
<p>REFERENCE DOCUMENTS AND RESOURCES N/A</p>	
<p>RELATED STATUTE N/A</p>	
<p>ADMINISTRATIVE RULE N/A</p>	
<p>COUNCIL ON ACCREDITATION (COA) STANDARDS N/A</p>	
<p>CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A</p>	
<p>PROTECTIVE FACTORS (Link applicable factors and enter N/A if not applicable.) 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</p>	
<p>FACES REQUIREMENTS N/A</p>	