

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 15, 2010

M E M O R A N D U M

What's Inside:

Resource
Provider
Emergency
Procedures

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

FROM: CANDACE A. SHIVELY

SUBJECT: RESOURCE PROVIDER EMERGENCY PROCEDURES

DISCUSSION:

The purpose of this memorandum is to remind staff of policy regarding resource provider emergency preparedness and to introduce policy clarifications.

Policy and rule regarding resource provider's emergency preparedness were introduced in 2006 as part of the process for Council on Accreditation compliance. Policy requires that the resource provider review the emergency plan with the foster youth in their home every six months and that the licensing resource worker review and approve the plan every six months.

The additional clarifications to policy include:

- The resource provider has read and understands the Children's Division's policy regarding infectious diseases exposure. Information regarding this is located in the Missouri Resource Parent Handbook;
- The emergency plan specifically addresses the unique needs of each foster youth placed in the home; and
- The plan is to be **updated** every six months, not just reviewed, for all and any changes in the home that would affect the household being prepared for emergencies. Such updates would include but not be limited to the unique needs of specific foster placements, the season, etc.

[Department of Social Services Human Resource Center](#) has a link to [Emergency Management and Safety](#). At that link there is a link to information regarding [Family Disaster Plans](#) and access to a [Family Disaster Plan](#) template that may be shared with resource providers.

NECESSARY ACTION

1. Review this memorandum with all Children’s Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT

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Elizabeth.Tattershall@dss.mo.gov

PROGRAM MANAGER

Dena Driver
573-751-3171
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CHILD WELFARE MANUAL REVISIONS

[Section 6 Chapter 1 Attachment F](#)
[Section 4 Chapter 6 Attachment B](#)
[Section 6 Chapter 3 Sub Section 1](#)

FORMS AND INSTRUCTIONS

N/A

REFERENCE DOCUMENTS AND RESOURCES

[Missouri Resource Parent Handbook](#)
[Memo 06-33](#)
[Family Disaster Plan](#)
[Family Disaster Plan Template](#)

RELATED STATUTE

[210.506\(2\)](#)

ADMINISTRATIVE RULE

[13 CSR 35-60.040 \(1\) Physical Standards for Foster Homes, General Requirements](#)
[13 CSR 35-60.040 \(2\)\(A\)\(B\)\(C\), Sleeping Arrangements](#)
[13 CSR 35-60.040\(3\), Physical Standards for Foster Homes Fire and Safety Requirements](#)

COUNCIL ON ACCREDITATION (COA) STANDARDS

[PA-ASE 7](#)
[PA-ASE 8](#)

CHILD AND FAMILY SERVICES REVIEW (CFSR)

N/A

PROTECTIVE FACTORS

Parental Resilience
Social Connections
Knowledge of Parenting and Child Development
Concrete Support in Times of Need
Social and Emotional Competence of Children

FACES REQUIREMENTS

N/A