

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

November 9, 2011

M E M O R A N D U M

What's Inside:

Introduction of the CD-174 Out of County Home Assessment Request and the new CD-175 Service Worker/Case Transfer

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: CD-174 Out of County Home Assessment
CD-175 Service Worker/ Case Transfer Request

DISCUSSION:

The purpose of this memorandum is to introduce the new CD-174 Out of County Home Assessment Request which replaces the CS-120 Out of Town Inquiry and to introduce the Service Worker/Case Transfer Request CD-175. Introduction of these tools makes the previous CS-120 and use of the IM-42 obsolete.

CD-174 is to be used to request a home assessment for a potential resource provider residing outside the child's county of jurisdiction.

CD-175 is to be used to request a case transfer or service case opening for a family who has relocated to another county in Missouri or for child/ren that are placed outside of their county of jurisdiction. Complete the CD-175 within five (5) working days after placement has been confirmed.

The O.T.I Study/Request/In State (CS-120) and the Inter-County Transfer (IM-42) have been removed from manual activities in FACES. Effective tomorrow's date, the manual activities will include the Out of County Home Assessment (CD-174) and Service Worker/Case Transfer Request (CD-175).

In addition to using one of these two tools, the case manager is also required to do a follow up contact with the receiving county to verify receipt of request and answer any additional concerns or questions.

Sample cover letters have been developed to accompany the CD-174 Out of County Home Assessment and CD-175 Service Worker/Case Transfer Request. The sample cover letters are available under the reference documents and resources section of the Children's Division E-forms.

The CD-174, CD-175, and instructions are available on Children’s Division E-forms. The revised forms are to be utilized beginning the date of this memorandum.

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. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT Monica S. Sekscinski Monica.S.Sekscinski@dss.mo.gov Crystal Wilson Crystal.L.Wilson@dss.mo.gov	PROGRAM MANAGER Amy Martin Amy.L.Martin@dss.mo.gov (573) 751-3171
CHILD WELFARE MANUAL REVISIONS	
Section 3 Chapter 9 Subsection 1 Family Moves from the County Section 4 Chapter 8 Subsection 2 Family/ Child Moves from County Section 6 Chapter 9 Subsection 1 Out of County Home Assessment Request	
FORMS AND INSTRUCTIONS	
CD174, OUT OF COUNTY HOME ASSESSMENT REQUEST CD174, Instructions CD175, SERVICE WORKER/ CASE TRANSFER REQUEST CD175, Instructions	
REFERENCE DOCUMENTS AND RESOURCES	
Sample Cover Letters to accompany CD-174 Sample Cover Letters to accompany CD-175	
RELATED STATUTE	
N/A	
ADMINISTRATIVE RULE	
N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS	
N/A	
CHILD AND FAMILY SERVICES REVIEW (CFSR)	
N/A	
<u>PROTECTIVE FACTORS</u>	
Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children	
FACES REQUIREMENTS	
As directed in memorandum	