

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

June 18, 2013

What's Inside:Older Youth
Program Forms
and Referral
Process in FACES

M E M O R A N D U M

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: OLDER YOUTH PROGRAM FACES CONVERSION

DISCUSSION:

The following Older Youth Program forms are now available in FACES:

- Adolescent FST Guide (CD-94)
- Individualized Action Plan (IAP) Goals (CD-94)
- Individual Life Skills Progress Form (CD-95)
- Life Skills Strengths/Needs Assessment Reporting Form (CD-97)
- Quarterly Outcome Reporting
- Referral - Chafee Independence Services
- Referral - Transitional Living Group Home / Scattered Site Services
- Referral - Chafee Aftercare Services

All forms are printable through FACES and are no longer available on e-forms with the exception of CD-96, the Life Skills Strengths/Needs Assessment Guideline Questions.

Effective with the implementation of this FACES change, all referrals for Chafee Foster Care independence Program Services, Chafee Aftercare, and Transitional Living Program (TLP) Services are to be made in the FACES system using the electronic forms CD-94 and CD-97 listed above.

Chafee Foster Care Independence Program or TLP Services:

As referrals are made, the Case Manager, Case Manager Supervisor, Older Youth Transition Specialist (OYTS), Chafee and TLP providers are required to take actions to continue the referral process. At any time, each of these staff will be able to access referral information and determine the status of a referral.

All referral information for youth referred for Chafee and TLP services prior to this electronic system has been moved into FACES. Within six months of implementation, the referral information including the Life Skills Strengths/Needs Assessment Reporting

Form (CD-97) and Adolescent Family Support Team Guide and Individualized Action Plan (CD-94) must be updated and updates must continue every six months thereafter.

The Adolescent FST guide and Individualized Action Plan are one form but each has a separate screen to be completed. Education and medical screen information will populate to the Adolescent Family Support Team Guide. As part of the Adolescent FST Guide (CD94), the Casey Life Skills Assessment (CLSA) portion of the form must indicate the youth and the caregiver have completed the assessment and the date the assessment was completed. To make the process as efficient as possible, the CLSA link to the comparison assessment results is to be cut and pasted in the comments box at the bottom of the Adolescent FST Guide (CD94) screen for reference by the Older Youth Transition Specialist and Chafee or TLP provider. Goals with an accompanying domain and objective are to be evaluated and updated in FACES in the Individualized Action Plan during the 15-day initial meeting with the Chafee or TLP provider.

Referrals to Transitional Living Group Home/Scattered Site Services require the Residential Treatment Referral (CS-9) to have been completed in the prior six months.

To assist in completion of the referral, the Life Skills Strengths/Needs Reporting Form (CD97) and CLSA are to be completed first. The dates from Life Skills Strengths/Needs Reporting Form will populate to the Adolescent FST Guide (CD94).

Youth in an adoption or guardianship placement continue to be eligible for full Chafee services if the adoption or guardianship occurred after the age of 16. If the youth has an active case through adoption or guardianship subsidy and a referral was not made prior to adoption or guardianship being established the youth should be referred through the Chafee Services screen in the same manner as youth in alternative care.

If the case of these youth was closed after the adoption or guardianship was awarded, the youth's case will have to be reopened in the system as an LS-8 case with a flag indicating they are an adoptive/guardianship youth and a new referral will need to be made through the Referral – Chafee Aftercare Services screen if the youth desires services. Although the legal status will be that of an aftercare youth, the flag will indicate to the Chafee provider the youth is eligible for full Chafee services versus crisis care. If an adopted or guardianship youth is receiving services and chooses to no longer receive services, the Older Youth Transition Specialist should be notified by the previous adoption/guardianship subsidy worker.

For youth who are incapacitated, the Adolescent FST Guide (CD94) should be added in FACES to comply with the requirement that all youth have a transition plan. The Casey Life Skills Assessment is to indicate the youth is incapacitated and no further referral is necessary.

Aftercare Services:

Youth requesting aftercare services are now being opened in FACES on the Case Intake screen with the case function of Chafee Foster Care Independence Program (CFCIP) Aftercare, documented in the Case Management function area as LS-8 youth and as a result, they may be on more than one case. For any youth opened as an LS-8, the address on the SB577 screen must match the information entered for the LS-8 placement. The CFCIP Support Application, CD-ILP-4, if completed by the youth, will

need to be sent to the OYTS via fax or e-mail. The aftercare referral is made through the FACES Referral – Chafee Aftercare Services screen and no additional screen completions are required.

For youth who are receiving Transitional Living Program Services through the Missouri Alliance Specialized Care Contract (MASCC), all referral information must be updated in FACES by MASPCC staff prior to transfer back to CD. This will ensure CD contracted Transitional Living Providers receive the referral timely and can meet their contractual obligations with the new system.

The Individual Life Skills Progress Form (CD95) is available to CD and FCCM staff to allow staff to enter life skills services they provide outside of Chafee or TLP services by selecting Children’s Division as the agency.

NYTD/Older Youth Outcome Comparison Report:

There is an additional report now available under Report Management. The NYTD/Older Youth Outcome Comparison Report displays outcome information on youth who complete the NYTD Older Youth Survey. The survey contains the youth’s direct response on outcome areas such as employment, education, and healthcare. The Outcome Report is the contracted Chafee or TLP provider’s record of a youth’s outcomes in these same areas. The report can be used to see strengths and needs related to education in a format that is youth reported versus agency reported.

Worker Alerts:

Worker information and action alerts will be received when referrals are submitted, rejected, manually closed, and a TLP agency is selected.

Training and Reference Documents:

A flowchart of the new electronic Chafee and TLP referral path and a Power Point training overview can be accessed at <http://dssweb/cs/faces/index.htm>.

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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PROGRAM MANAGER

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CHILD WELFARE MANUAL REVISIONS

Section 4 Chapter 4.4.13 [Independent Living Arrangement](#)
Section 4 Chapter 5.1 [Placement in a Resource Family](#)
Section 4 Chapter 6, [Attachment B: Direct Service Worker Duties](#)

<p>Section 4 Chapter 7.2 Family Support Team Meeting</p> <p>Section 4 Chapter 7.3 Thirty-Day Treatment Activities</p> <p>Section 4 Chapter 7.3.7 Administrative Activities</p> <p>Section 4 Chapter 7.3.8 Educational Support and Intervention</p> <p>Section 4 Chapter 8.1 Services for Family-Centered Out-Of-Home Care</p> <p>Section 4 Chapter 9.2 Administrative Review Process/Permanency Planning Review</p> <p>Section 4 Chapter 9.5 Tasks to Support Plan</p> <p>Section 4 Chapter 21.3.3 Referral Process</p> <p>Section 4 Chapter 21.3.4 Youth Assessment</p> <p>Section 4 Chapter 21.3.5 Credit Reports</p> <p>Section 4 Chapter 21.3.6 Youth with Special Needs</p> <p>Section 4 Chapter 21.4 Aftercare Program</p> <p>Section 4 Chapter 21.6.2 Transitional Living Program Group Home</p> <p>Section 4 Chapter 21.6.3 Transitional Living Program Single/Scattered Site Apartments</p> <p>Section 4 Chapter 21.7 Exit Plan</p> <p>Section 5 Chapter 1.1 Record Composition</p> <p>Section 5 Chapter 1.5 Recording Guidelines - Out-of-Home Placement</p>
<p>FORMS AND INSTRUCTIONS</p> <p>CD-93, Older Youth Program Referral</p> <p>CD-94, Adolescent FST Guide and Individualized Action Plan</p> <p>CD-95, Individual Life Skills Progress Form</p> <p>CD-97, Life Skills Strengths/Needs Assessment Reporting Form</p>
<p>REFERENCE DOCUMENTS AND RESOURCES</p> <p>FACES Information, Reference Material</p> <p>Chafee and TLP Referral Path</p>
<p>RELATED STATUTE</p> <p>N/A</p>
<p>ADMINISTRATIVE RULE</p> <p>N/A</p>
<p>COUNCIL ON ACCREDITATION (COA) STANDARDS</p> <p>N/A</p>
<p>CHILD AND FAMILY SERVICES REVIEW (CFSR)</p> <p>CFSR Item 17: Needs of Children, Parents, and Foster Parents</p>
<p>PROTECTIVE FACTORS</p> <p>Parental Resilience: N/A</p> <p>Social Connections: N/A</p> <p>Knowledge of Parenting and Child Development: N/A</p> <p>Concrete Support in Times of Need: N/A</p> <p>Social and Emotional Competence of Children: N/A</p>
<p>FACES REQUIREMENTS</p> <p>Adolescent FST Guide (CD94)</p> <p>Individualized Action Plan Goals (CD94)</p> <p>Individual Life Skills Progress Form (CD95)</p> <p>Life Skills Strengths/Needs Assessment Reporting Form (CD97)</p> <p>Quarterly Outcome Reporting</p> <p>Referral – Chafee Independence Services</p> <p>Referral – Transitional Living Group Home/Scattered Site Services</p>

Referral – Chafee Aftercare Services
NYTD/Older Youth Outcome Comparison Report