

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

February 17, 2016

M E M O R A N D U M

**What's Inside:**  
Request for Review of Family Support Team or Adoption Staffing Team Decision

TO: REGIONAL EXECUTIVES, CIRCUIT MANAGERS, PROGRAM MANAGERS AND SUPERVISORS  
FROM: TIM DECKER, DIRECTOR  
SUBJECT: REQUEST FOR REVIEW OF FAMILY SUPPORT TEAM OR ADOPTION STAFFING TEAM DECISION

DISCUSSION:

The purpose of this memorandum is to introduce the process for review of decisions made by the Family Support Team and the Adoption Staffing Team.

**Family Support Team Decision Review**

The procedure to provide independent review of decisions made by the Family Support Team (FST) is to ensure all team members have a voice and a consensus decision is made. Policy regarding reaching consensus is located in [Section 4 Chapter 7 Subsection 2 Sub-subsection 4](#).

A request for an independent review may be made by a FST member who attended the meeting if there was a perceived error during the process or the requestor provides specific examples of perceived bias which precluded consensus from being reached. The request is submitted on the Request Review of Family Support Team Meeting or Adoption Staffing Team Decision, CD-190.

The request for independent review must be submitted within five (5) working days of the FST meeting. Requests received after the prescribed time frame will not be considered. There are specific time frames listed in policy for each step in the review process.

**Adoption Staffing Team Decision Review**

The procedure to provide an independent review for the decision to not select a family made by an Adoption Staffing Team is to provide the family not selected and other team members a voice and explanation regarding the reasons they were not chosen. Policy regarding reaching consensus is located in [Section 4 Chapter 7 Subsection 2 Sub-subsection 4](#).

A request for a review may be made by the family not selected as an adoptive resource by an Adoption Staffing Team or a team member if there was a perceived error during the process or the requestor provides specific examples of perceived bias which precluded consensus from being reached. The request is submitted on the Request Review of Family Support Team Meeting or Adoption Staffing Team Decision, CD-190.

The request must be submitted within three (3) working days of the Adoption Staffing Team decision. Requests received after the prescribed time frame will not be considered. There are specific time frames listed in policy for each step in the review process.

### **Independent Reviewer**

The independent reviewer is appointed by the Regional Director and must meet specific qualifications including successful completion of Mediation Training. A link to the mediation training is located on the Children's Division Intranet on the [Resource Development](#) and Professional Development [Training Courses](#) page.

The independent reviewer will respond using the Family Support Team Meeting/Adoption Staffing Team Decision Review Report, CD-190 A. There are three possible responses:

1. The Reviewer concludes the FST/Adoption Staffing procedure was followed and consensus was reached, the team's decision stands
2. If the Reviewer concludes the FST/Adoption Staffing was in error per policy, the Reviewer will:
  - a) Reconvene the team members
  - b) Facilitate a new meeting
  - c) Achieve appropriate consensus decision for best interest of the foster youth
3. If the Reviewer concludes there was no consensus of the FST in the decision making and one or more members evidenced extreme bias, the Reviewer will:
  - a) Reconvene the team members
  - b) Facilitate a new meeting
  - c) Achieve appropriate consensus decision for best interest of the foster youth

The reviewer's conclusion will be reasonable, fair, expeditious and Children's Division's final decision.

If the requester for review of an FST decision is the resource parent where the foster youth is placed and continues to disagree with the final decision by the Reviewer refer the requester to [RSMo 211.464](#) and [RSMo 210.761](#) regarding testifying at foster care hearings.

If the family continues to disagree with the final decision by the Reviewer regarding the Adoption Staffing decision, refer the family to their attorney for consultation regarding their right to file a petition for adoption.

<b>NECESSARY ACTION</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children's Division staff.</li> <li>2. Review new Child Welfare Manual subsections as indicated below.</li> <li>3. Review new Children's Division Forms as indicated below</li> <li>4. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT</b> Elizabeth Tattershall 573-522-1191 <a href="mailto:Elizabeth.Tattershall@dss.mo.gov">Elizabeth.Tattershall@dss.mo.gov</a>	<b>PROGRAM MANAGER</b> Amy Martin 573-751-3171 <a href="mailto:Amy.L.Martin@dss.mo.gov">Amy.L.Martin@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b> <a href="#">Family Support Team Decision Review, Section 6 Chapter 7 Subsection 8</a> (new) <a href="#">Adoption Staffing Team Decision Review for Family Not Selected, Section 6 Chapter 7 subsection 9</a> (new) <a href="#">Lack of Consensus at Family Support Team (FST)/Permanency Planning Review Team (PPRT) Meetings, 4.7.2.4</a>	
<b>FORMS AND INSTRUCTIONS</b> Request for a Review of an FST or Adoption Staffing Decision, CD-190 Family Support Team Meeting/Adoption Staffing Team Decision Review Report, CD-190 A	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> N/A	
<b>RELATED STATUTE</b> <a href="#">RSMo 211.464</a> <a href="#">RSMo 210.761</a> <a href="#">RSMo 453.010</a>	
<b>ADMINISTRATIVE RULE</b> N/A	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> N/A	
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> N/A	
<b>PROTECTIVE FACTORS</b> N/A 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