

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

June 17, 2010

**What's Inside:**  
Resource Provider  
Home Assessment  
updates and change  
reporting.

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: RESOURCE PROVIDER HOME ASSESSMENT UPDATES AND CHANGE REPORTING

DISCUSSION:

The purpose of this memorandum is to provide policy clarification regarding Council on Accreditation, COA, requirements for updates of home assessments of resource providers.

COA requires that home assessments are updated within two weeks of a reported change in the home composition and at least once annually. The Children's Division is currently in compliance with this requirement:

- Section 6 Chapter 3 Subsection 1 addresses updates within two weeks of a reported change, and
- Section 5 Chapter 1 Subsection 6 addresses quarterly visits and summaries.

To support policy, the quarterly summaries are now required to be attached to the home assessment. The quarterly summaries for the new licensure period are to be attached to the amended home assessment providing ease in verifying compliance with policy and the COA requirement.

At license renewal the home assessment is amended to reflect any changes in the household including but not limited to:

- Individuals who move in or out of the home,
- Death or debilitating illness of a caregiver;
- Structural defects in the home related to fire, flood, or natural disaster, or
- Legal proceedings affecting the family such as eviction or divorce.

Policy provides a template for the required format of the home assessment and the subsequent renewal assessment. This format is to be followed as specified to provide

consistency statewide. If the court requires specific information in the home assessment or requires designated forms to complete, staff should be compliant with the court.

Policy has been revised to include a time frame in which the resource provider must report changes. The resource provider shall notify the Division within two weeks of any pertinent conditions, problems or major family changes per Foster Home Licensing administrative rule 13 CSR 35-60.050 (1) (B).

<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 revised Child Welfare Manual chapters as indicated below.</li> <li>3. 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> Dena Driver 573-751-3171 <a href="mailto:Dena.D.Driver@dss.mo.gov">Dena.D.Driver@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b> <a href="#">Responsibilities of Placement Resource, Section 1 Chapter 3 Subsection 3</a> <a href="#">Foster Parent Job Description, Section 6 Chapter 1 Attachment A</a>	
<b>FORMS AND INSTRUCTIONS</b> N/A	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> N/A	
<b>RELATED STATUTE</b> <a href="#">210.506</a> <a href="#">210.542</a>	
<b>ADMINISTRATIVE RULE</b> <a href="#">Minimum Qualifications of Foster Parent(s), 13 CSR 35-60.030(6), (7), and (8)</a>	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> PA-FC 17: Homestudies PA-KC 2: Assessment	
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> N/A	
<b>PROTECTIVE FACTORS N/A</b> Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children	
<b>FACES REQUIREMENTS</b> N/A	