

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

June 19, 2013

MEMORANDUM

<p><u>What's Inside:</u> Changes to sibling administrative review process</p>
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TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: SIBLING ADMINISTRATIVE REVIEW

DISCUSSION:

The purpose of this memorandum is to clarify the supervisor's role in the sibling administrative review process. This change comes as a result of a field request to enhance practice. Federal law requires the division to exercise reasonable efforts to place siblings removed from their home in the same placement, unless the division documents in the case file it is contrary to the safety or well-being of any of the siblings. When siblings are not placed together, the case manager must provide for frequent visitation and/or other ongoing interaction between the siblings, unless visitation or other ongoing interaction would be contrary to the safety or well-being of any of the siblings.

The purpose of the sibling administrative review is to:

- Evaluate whether all viable placement options have been explored to reunite the sibling group
- Review the impact of separation on the child's well-being
- Determine whether the Family Support Team is continuing to discuss potential placement options for the sibling group

The supervisor, Circuit Manager or program manager, and appropriate regional staff shall conduct a sibling administrative review within 30 days of sibling separation to address sibling placement. The supervisor should play a vital role in the sibling administrative review process and should discuss the recommendations of the review with the assigned worker. The worker should consult with the Family Support Team to incorporate the recommendations into the case plan.

These reviews should be conducted every 30 days until the sibling group has been placed together, unless circumstances dictate otherwise. In addition, sibling separation should be discussed with the supervisor during case conference at least once a month.

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:	PROGRAM MANAGER: Christy Collins (573) 751-9603 Christy.Collins@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS: Section 4 Chapter 7.5 Sibling Administrative Review	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE 42 U.S.C.A. §671(a)(31)	
ADMINISTRATIVE RULE N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS PA-FC 6 Child Placement PA-FC 7 Developing and Maintaining Connections	
CHILD AND FAMILY SERVICES REVIEW (CFSR) CFSR, Item 12, Placement with Siblings CFSR, Item 13, Visiting with Parents and Siblings in Foster Care	
PROTECTIVE FACTORS Parental Resilience-N/A Social Connections-N/A Knowledge of Parenting and Child Development-N/A Concrete Support in Times of Need-N/A Social and Emotional Competence of Children-N/A	
FACES REQUIREMENTS N/A	