

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 27, 2013

MEMORANDUM

What's Inside:
72 Hour Plan and
FST Template

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: 72 HOUR PLAN AND FST TEMPLATE

DISCUSSION:

The purpose of this memorandum is to introduce the [72 Hour Plan, FST-2](#), and the [Family Support Team \(FST\) template, FST-3](#). A workgroup comprised of contracted and Children's Division (CD) staff from each of the regions made recommendations to improve family engagement and enhance practice.

Research suggests when families are engaged, supported, and play a significant role in case planning, they are more motivated to achieve their case plan. A Family Support Team meeting is a vehicle for family engagement. To improve family engagement and shared decision making, the workgroup developed the FST-2 and the FST-3 for use during Family Support Team Meetings.

72 Hour Plan, FST-2

Developing a treatment plan without fully assessing the family is a difficult task. The FST-2 assists staff in completing a preliminary written plan which allows the family to begin working on tasks while the assessment process is completed. The FST-2 is required to be used during the 72 hour Family Support Team meeting and will replace the initial Written Service Agreement, CD-14B. The FST-2 should be filed in the Assessment and Services section of the case record.

FST Template, FST-3

The FST-3 was developed to improve engagement, to document what occurs during the FST, and to keep the meeting on track. The FST-3 will be used for all subsequent family support team meetings. The FST-3 shall be used as a guide to facilitate Family Support Team meetings. Taking notes on the form should be at the supervisor's discretion. This form also serves as a confidentiality statement and a sign in sheet for Family Support Team Meetings. It also documents participant's agreement regarding confidentiality as well as their agreement with the Written Service Agreement developed during the

meeting. The FST-3 should be filed in the Assessment and Services section of the case record.

The FST-3 provides a template for staff to discuss the following with the Family Support Team:

- The safety of the youth
- Service and treatment needs for the family and youth
- The need for continued placement and developing a plan for reunification or another permanency option
- Placement of the youth
- The youth's educational stability
- Case progress
- Establishment and revision of the case plan

The FST-3 includes a section to discuss residential placement, if applicable. This attachment provides the Family Support Team with information regarding the youth's current residential placement including services received and additional services the team may wish to recommend.

Family Support Team Meeting Sign-In/Confidentiality Statement, FST-1

The Family Support Team Meeting Sign-In/Confidentiality Statement, FST-1 should continue to be used for Family Support Team meetings on cases with no court involvement. The form documents participant agreement regarding confidentiality as well as agreement with the Written Service Agreement developed during the meeting.

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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UNIT MANAGER:

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CHILD WELFARE MANUAL REVISIONS:

- Section 3 Chapter 3.1 [Family-Centered Service Assessment](#)
- Section 4 Chapter 7.2 [Family Support Team Meeting](#)
- Section 4 Chapter 7.2.2 [Family Support Team Meeting](#)
- Section 4 Chapter 7.3 [Thirty-Day Treatment Activities](#)
- Section 4 Chapter 9.2 [Administrative Review Process/Permanency Planning Review](#)
- Section 4 Chapter 10.2 [Permanency Through Reunification](#)

FORMS AND INSTRUCTIONS

- [72 Hour Family Support Team Meeting Template, FST-2](#)
- [Family Support Team Meeting Template, FST-3](#)

<p>REFERENCE DOCUMENTS AND RESOURCES N/A</p>
<p>RELATED STATUTE N/A</p>
<p>ADMINISTRATIVE RULE N/A</p>
<p>COUNCIL ON ACCREDITATION (COA) STANDARDS PA-FC 2: Assessment PA-FC 3: Service Planning and Monitoring</p>
<p>CHILD AND FAMILY SERVICES REVIEW (CFSR) Item 17 Needs of Children, Parents and Foster Parents Item 18 Case Planning Involvement</p>
<p>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</p>
<p>FACES REQUIREMENTS N/A</p>