

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

## M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: DAVID KURT, DIRECTOR

SUBJECT: NEW CHILD WELFARE MANUAL SECTIONS 3 AND 4

DISCUSSION:

The purpose of this memo is to introduce the new sections 3 (Family Centered Services) and 4 (Alternative Care) in the Child Welfare Manual. This is part of a major reorganization of the Manual that includes some policy updates and integration of the Missouri Practice Model.

Below are some of the major highlights that are included in these two sections. Staff are encouraged to read through all of the sections to become familiar with the organization and content.

**Family Centered Services**

- Initial Timeframes: The supervisory appraisal of the potential safety concerns, risk to the children, and overall family situation will assist in determining the initial face-to-face home visit with the family. The safety scale from the CD-220 will assist in the determination of the initial face to face contact timeframes with the family.
  - High Risk – Safety Scale Score 0-3 within two (2) working day
  - Moderate Risk – Safety Scale Score 4-6 within (5) working days
  - Low Risk –Safety Scale Score 7-9 within (10) working days
- Staff must complete an assessment of the family within the first thirty (30) days of case opening by using any assessment tools that work for the needs of the family.
- Every FCS case must have a Family Risk Assessment Map to guide the family and staff from the danger statements to safety goals through a structured process to create the final safety plan.
- Safety Network Meetings should be held on every FCS case and involve the network, parent, and agency staff.
- Supervisor discretion will be used to determine the number of Home Visits and Safety Network Contacts needed for each individual FCS case. The number

should be based on the needs of the family. At a minimum; one face to face home visit per month must be completed on all FCS cases.

- Case Progress evaluation will occur by building the long-term safety plan with the family, Family Safety Planning Document, CD-267.
- A final updated version of the Family Safety Planning Document (CD-267) and the Family Risk Assessment Map (CD-220) should be completed and reviewed with the family at case closure.

### **Alternative Care (General)**

Aside from a major reorganization and consolidation of information, the following are more significant changes to policy that have not been in any previous memos:

- Case Planning: the Family Risk Assessment Map (CD-220) is the driver of case planning for Alternative Care cases. A completed map is due to the supervisor within 30 days of case opening. A copy should be uploaded to Document Imaging at that time. The map will be updated and uploaded at the end of each quarter, similar to how quarterly summaries are due at the same time. *Note: The CS-1 must still be updated/completed within 30 days and updated/completed each six months thereafter.*
- Re-organized and clarified placement types. In addition, information about procedures when making placements in relative homes has been moved to Section 6.
- Clarified FST types and added information about Placement Stability TDMs to this chapter.
- Written policy within Memo CD19-06 (Supervisor Support) is included.
- New information in Chapter 3 adds a reference to form (CD-264) Health Care Information Summary and the timeframe in which it must be provided.
- Placement changes must be entered into FACES within 24 hours of the change occurring.
- Case closure has been clarified to include updating the family's safety plan (CD-267).
- Language has been added to require that the Highway Patrol also be contacted when a child runs from their placement.

### **Older Youth**

- The Older Youth Program chapter was reorganized and some sections were relabeled to better reflect terminology known to staff.
- The "Mandates and Rationale" section was enhanced to provide additional information.
- Clarifying language was added to the "Transitional Living Program" section.
- Information on "Independent Living Arrangements" was enhanced and clarified throughout the section with additional information forthcoming via memorandum.
- The "Credit Reports" section was updated to reflect changes from the Preventing Sex Trafficking and Strengthening Families Act of 2016.
- Resources and supports were added to the "Post-Secondary Educational Opportunities" section and the information on "Post-Secondary Visits" was expanded in this chapter.
- Information on "What's It All About? A Guidebook for Youth in Out-of-Home Care" and the Foster Care Bill of Rights were moved to this chapter.

**NECESSARY ACTION**

1. Review this memorandum with all Children’s Division staff.
2. Review the new revised Child Welfare Manual when it becomes available.
3. All questions should be cleared through normal supervisory channels and directed to:

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**CHILD WELFARE MANUAL REVISIONS**

[Child Welfare Manual](#)

**FORMS AND INSTRUCTIONS**

N/A

**REFERENCE DOCUMENTS AND RESOURCES**

N/A

**RELATED STATUTE**

N/A