

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

July 10, 2019

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: DAVID B. KURT, DIRECTOR

SUBJECT: RESOURCE HOME ADMINISTRATIVE HOLD

DISCUSSION:

The purpose of this memorandum is to introduce policy instructions for FACES data entry when a resource home is on Administrative Hold prior to the expiration of the license.

When a home is on Administrative Hold due to pursuing revocation or awaiting a conclusion of an Out of Home Investigation report of the license, certain steps must be completed before the license expiration date:

1. If it is 30 days prior to the license expiration date, and
2. If the children have been removed, and
3. The fair hearing has not happened and /or is scheduled for after the expiration date of the license,

Complete the following steps in FACES **before** the expiration date:

1. Close the vendor with close reason **Discontinued Services**
2. In the comments box enter the following statement:
The home is being closed due to licensing issues which resulted in a revocation notice, and the fair hearing has not occurred and will occur after the expiration date (enter the expiration date).
3. Enter all the information on the **Vendor Appeal Screen**
4. If the Children's Division's decision to revoke the license is overturned, a new application for the home to continue providing foster care services may be opened.
5. If the Children's Division's Decision is affirmed, enter a new application using the same date as the closure, deny the application and in the comments enter the following statement:

The home was closed (date) due to licensing concerns. The fair hearing occurred after the expiration of the license. The decision to revoke the license was affirmed through the fair hearing process. Therefore, this application is being entered and denied to document the revocation of the license.

A FACES Systems Change Request has been submitted to add an edit in FACES for when Administrative Hold reason 1, 2, 3 or 4 is selected, the DVN will not expire until the Administrative Hold is ended.

It is important to enter required data in FACES regarding adverse actions on the Vendor Appeal Screen to document actions taken during the process of revoking a resource home license or approval. Instructions are provided in the FACES Instructions for Resource Licensing and Resource Approval.

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 Elizabeth Tattershall 573-522-1191 Elizabeth.Tattershall@dss.mo.gov	MANAGER CONTACT Amy Martin 573-526-8040 Amy.L.Martin@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS Administrative Hold, Section 6 Chapter 3 Subsection 1 Sub-subsection 1	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES FACES Instructions for Resource Licensing and Resource Approval	
RELATED STATUTE N/A	