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Issued by: Health Information Specialist Unit

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## Revised Children's Division Forms

The purpose of this Practice Alert is to inform Children's Division and contracted staff members that new versions of the following forms have been posted to e-forms:

- Health Care Information Summary (CD-264)
- Monthly Medical Log (CD-265)
- Informed Consent for Psychotropic Medication (CD-275)
- Child/Family Health and Developmental Assessment (CW-103)

The revisions to the forms are a result of various updates to improve the functions of each form. At a minimum these forms should be utilized as follows:

### Health Care Information Summary (CD-264)

Case managers/contracted staff will provide a completed copy of the CD-264 to the current Resource Provider within 72 hours following initial placement. If not possible, provide the CD-264 no later than 30 days following initial placement.

Case managers/contracted staff will complete an updated version of the CD-264 and provide it to the current Resource Provider within 72 hours following subsequent placement.

### Monthly Medical Log (CD-265)

Residential and resource providers will complete the form on a monthly basis and provide a copy to the assigned case manager or contracted staff member.

Case managers/contracted staff will provide completed copies of all CD-265s from the child's prior foster care placements to the current Resource Provider within 72 hours following subsequent placement.

### Informed Consent for Psychotropic Medication (CD-275)

Case managers will complete the CD-275 for all informed consent and decisions for psychotropic medications.

### Child/Family Health and Developmental Assessment (CW-103)

Case managers/contracted staff will provide a copy of the CW-103 to the parent(s) within 72 hours. The case manager/contracted staff must ensure that a CW-103 that is as accurate and complete as possible is presented to the resource provider within thirty (30) days following initial placement.

When completing any of the forms please ensure that each question has been addressed. If the question does not pertain, place an N/A in space provided for the answer. In addition, it is imperative that these forms are immediately uploaded to OnBase and placed in the child's physical file when complete. This Practice Alert is specific to the requirements in [Section 4, Chapter 4, Subsection 3 in the Child Welfare Manual](#). Some of these forms have additional functions. Please review the Child Welfare Manual for any information regarding additional functions for each form.

If you have any questions or concerns please send an e-mail [Larry.K.Smith@dss.mo.gov](mailto:Larry.K.Smith@dss.mo.gov)