

## 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: JOANIE ROGERS, INTERIM DIRECTOR

SUBJECT: INTRODUCTION OF THE NEW MISSOURI MODEL FOR ALTERNATIVE CARE: MONTHLY CONTACT FORM, INITIAL FAMILY ASSESSMENT, INITIAL FAMILY ASSESSMENT ATTACHMENT, SOCIAL SERVICE PLAN, AND VERIFICATION OF DOCUMENTS

## DISCUSSION:

The purpose of this memo is to introduce the Monthly Contact Form (CD-300), Initial Family Assessment (CD-301), Initial Family Assessment Attachment (CD-301a), Social Service Plan (FACES form), and Verification of Documents (CD-301b). As well as provide updates to the Child Welfare Manual in the following chapters: Section 4, Chapter 1 (Overview), Chapter 3 (Court), Chapter 4 (Working with Children), Chapter 6 (Working with Parents), Chapter 7 (Family Support Teams), Chapter 8 (Permanent Outcomes), Chapter 10 (Case Management Activities); Section 5, Chapter 2 (Documentation). There will be trainings coming regarding each of these tools in the near future.

The Monthly Contact Form (CD-300) is to be completed over the course of each calendar month, for each Alternative Care case. This contact form provides a space for visit notes and signatures for Parents, Placement Provider(s), Child(ren), as well as Collateral Contacts. It is not required to be completed during the initial 30 days of the case, as most items will be captured in the Initial Family Assessment. Narrative will be documented in FACES, and completed forms will be uploaded monthly to OnBase.

The following forms have been absorbed into the Monthly Contact Form, and will no longer be completed as stand-alone forms:

- Case Mapping Tool (CD-218)
- Three Houses Tool (CD-217)
- My Safety House (CD-216)
- Community Services Referral – (CS-16c)
- Formal/Informal Contact Sheet – (CD-14c)

The Initial Family Assessment (CD-301) will be completed with the primary household family within the first four (4) weeks of case opening to guide the development of the Social Service Plan. If there is another parent or guardian that does not reside in the primary household, the worker would utilize the Initial Family Assessment Attachment (CD-301a) with each additional household, and attach it to the Initial Family Assessment. This assessment allows the family, in their own words, to discuss their strengths and needs. This assessment also provides a way to document various needs of the child(ren). Narrative is to be documented in FACES, and the completed assessment documents are to be uploaded to OnBase.

The caseworker, using the Initial Family Assessment (CD-301), and if necessary, the Initial Family Assessment Attachment (CD-301a), to complete the Social Service Plan. Both are to be completed within the initial 30 days of the case. The Social Service Plan shall be fully completed with the family to include all Parent/Caregiver/Guardians, supportive people chosen by the children and families, in collaboration with other service providers involved with the family, and with the involvement of resource families or residential treatment providers within 30 days of case opening. The Social Service Plan will evolve over time and will be formally updated and completed at the end of each quarter as follows: every 90 days after the last completion date or sooner, when a child(ren) or families' circumstances change, or in preparation for a court hearing. Each reassessment of the family will occur utilizing the Social Service Plan every 90 days after the last completion date through the entirety of the case even in situations where the Parents/Caregivers/Guardians are no longer involved. At the termination of a case, the closing Social Service Plan assessment must be completed with the family within 15 days prior to the closing visit date and requires Supervisor approval prior to closing the case in FACES. Each Social Service Plan requires Supervisor approval and signature prior to submission in FACES.

The Social Service Plan, will be completed in FACES, and requires a worker to discuss the progress of the case, the safety of the child (including safety networks and how they are being utilized), and the parent's own situation. Updates about treatment activities such as therapy and other services should be discussed. A child specific plan is to be developed and reassessed for each child on the case.

For a step-by-step walkthrough of the Social Service Plan, please see the guide located on the FACES Information intranet page. E-learning module via ELC is forthcoming.

The following forms have been absorbed by the Initial Family Assessment and Social Service Plan and will no longer be completed as stand-alone forms/actions:

- TDM Summary
- Culturagram – (CD-14F)
- Genogram – (CD-14G)
- Ecomap – (CD-14H)
- Family Risk Assessment Map (CD-220)
- Written Service Agreement (CD-14B)
- Incarcerated Parent's Child Status Report (CS-2A)
- Quarterly Summary
- Termination of Services/Aftercare Plan (CD-14D)

The Verification of Receipt of Documents & Information (CD-301b) is a form that describes, and provides links to, each document required to be provided to various parties of the case. There is a place for the recipient of the document to initial and date they had received the listed document or information. This form can be used throughout the life of the case when there are changes to the parties involved.

Other forms and tools that are being eliminated:

- Wizard Tool (CD-228)
- Fairy Tool (CD-227)
- Timeline

These forms will roll out on the following timeline:

- Social Service Plan will go live in FACES on August 2, 2021, all cases due for an assessment or quarterly re-assessment should begin transitioning in FACES on this date.
- Initial Family Assessment & Initial Family Assessment Attachments will start on all **new** Alternative Care Cases beginning September 15, 2021. (Cases open prior to 9/15/2021 will not be required to have the Initial Family Assessment document completed.)
- The Monthly Contact Form will start on all cases October 1, 2021, or the second month if Initial Family Assessment is being completed on new cases.
- **All** cases will transition to the Social Service Plan in FACES by October 1, 2021.

<b>NECESSARY ACTION</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children’s Division staff.</li> <li>2. Review revised Child Welfare Manual chapters as indicated below.</li> <li>3. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT</b>	<b>MANAGER CONTACT</b>
Jessica Woodruff Jessica.Woodruff@dss.mo.gov	Kate Watson Kate.Watson@dss.mo.gov
<b>CHILD WELFARE MANUAL REVISIONS</b>	
Section 4, Chapter 1 (Overview)	
Section 4, Chapter 3 (Court)	
Section 4, Chapter 4 (Working with Children), Subsection 1 – Children in Placements	
Section 4, Chapter 4 (Working with Children), Subsection 2 – Educational Stability	
Section 4, Chapter 4 (Working with Children), Subsection 3 – Medical and Behavioral Health Planning	
Section 4, Chapter 6 (Working with Parents), Subsection 1 – Initial Work with Parents	
Section 4, Chapter 6 (Working with Parents), Subsection 2 – Parent Assessment	
Section 4, Chapter 6 (Working with Parents), Subsection 3 – Ongoing Work with Parents	
Section 4, Chapter 6 (Working with Parents), Subsection 4 – Preparing the Parent for the Child’s Return	
Section 4, Chapter 6 (Working with Parents), Subsection 5 – Termination of Parental	

<p>Rights</p> <p>Section 4, Chapter 7 (Family Support Teams), Overview</p> <p>Section 4, Chapter 7 (Family Support Teams), Subsection 1 – Types of Family Support Team Meetings</p> <p>Section 4, Chapter 7 (Family Support Teams), Subsection 2 – Composition of Family Support Teams</p> <p>Section 4, Chapter 7, Subsection 4</p> <p>Section 4, Chapter 8 (Permanent Outcomes), Subsection 1 – Reunification</p> <p>Section 4, Chapter 8 (Permanent Outcomes) – Overview</p> <p>Section 4, Chapter 10 (Case Management Activities), Subsection 1 – Permanency and Case Planning</p> <p>Section 4, Chapter 10 (Case Management Activities), Subsection 2 – Diligent Searches</p> <p>Section 4, Chapter 10 (Case Management Activities), Subsection 4 – Supervisor Consultation</p> <p>Section 4, Chapter 10 (Case Management Activities), Subsection 5 – Case Closure</p> <p>Section 5, Chapter 2 (Documentation), Subsection 2 – Contact Entries</p> <p>Section 5, Chapter 2 (Documentation), Subsection 8 – Specifics on Documentation in Case Management</p>
<p><b>FORMS AND INSTRUCTIONS</b></p> <p>Monthly Contact Form – AC (CD-300)</p> <p>Initial Family Assessment – AC (CD-301)</p> <p>Initial Family Assessment Attachment – AC (CD-301a)</p> <p>Verification of Receipt of Documents &amp; Information – AC (CD-301b)</p> <p>Social Service Plan (FACES)</p>
<p><b>REFERENCE DOCUMENTS AND RESOURCES</b></p> <p>NA</p>
<p><b>RELATED STATUTE</b></p> <p>NA</p>