

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: DARRELL MISSEY, DIRECTOR

SUBJECT: Resource Provider Quarterly Home Visits

DISCUSSION:

The purpose of this memorandum is to share changes to quarterly home visit forms completed with Resource Providers. Currently, the Professional Family Development Plan, CD-100, Resource Parent Quarterly Home Visit Checklist and Quarterly Summary, CD-118 and Resource Home and Safety Checklist, CS-45, are to be completed at each quarterly home visit with resource providers.

As of the date of this MEMO, all three forms have been merged into an updated Quarterly Home Visit Guide, CD-118. This update has been completed in an effort to simplify the home visit process for team members and resource providers by reducing the number of forms completed. There is a hyperlink to the new form below and it is available on E-Forms.

Documentation of quarterly visits will continue to be entered into FACES on the Quarterly Visit screen.

The Resource Home and Safety Checklist, CS-45 must still be completed prior to initial placement with unlicensed relative providers, and during the licensure and licensure renewal process for both relative and traditional foster care providers. The CS-45 will also be used when a Resource Provider moves.

The Professional Family Development Plan, CD-100 has been revised. This form will continue to be completed within 30 days of licensure to develop a professional family development plan with the resource provider. It will also continue to be reviewed annually to assess the resource provider's progress on their professional family development plan.

If you have any questions please contact the PDS listed below.

<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> Melissa Selsor 573-522-1191 <a href="mailto:Melissa.J.Selsor@dss.mo.gov">Melissa.J.Selsor@dss.mo.gov</a>	<b>MANAGER CONTACT</b> Lauren Masterson 573-576-2130 <a href="mailto:Lauren.Masterson@dss.mo.gov">Lauren.Masterson@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISION</b> <a href="#">Section 6, Chapter 13</a>	
<b>FORMS AND INSTRUCTIONS</b> <a href="#">CD-118</a> <a href="#">CD-100</a>	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> (List or put N/A if not applicable.)	
<b>RELATED STATUTE</b> (List or put N/A if not applicable.)	