Practice Alert

CHILDREN'S DIVISION
Missouri Department of Social Services

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Use of CTO Placement Code

PURPOSE:

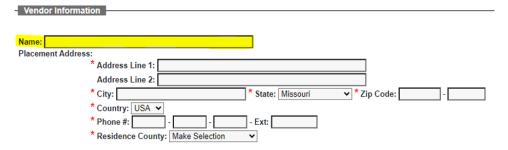The purpose of this Practice Alert is to clarify use of the CTO (Non-licensed court ordered facility) placement code.

OVERVIEW:

- The CTO placement code may only be used for Legal Statuses 1, 3, 4 and 7.
- A Departmental Vendor Number (DVN) is not required.
- A court order is not required to use the CTO placement code. If a court order is obtained, document the order in the electronic case record and upload the order to OnBase.

The CTO placement code should only be used when a child or youth is:

- **in CD/DYS dual custody and placed at a DYS facility**
  - in the vendor name box enter: DYS - *name of facility.*
- **in jail (not a juvenile detention center)**
  - in the vendor name box enter: Jail - *name of facility*.
- **temporarily staying in a hotel (when a primary placement is not available)**
  - in the vendor name box enter: Hotel - *name of hotel*.
- **residing in an unlicensed placement that does not fall under other placement categories**
  - in the vendor name box enter: *the type/name of placement.*

Enter the physical address of the child's placement.

COMMON MISUSES OF THE CTO PLACEMENT CODE:

Juvenile Detention Facility

If a youth is placed in a juvenile detention center use the placement code DET. If the youth moves to a DYS facility, CTO should be used.

Placement does not have a Social Security Number

A person may be assigned a DVN without a SSN, and in some circumstances may be licensed without a SSN. Therefore, it is not appropriate to use the CTO placement code due to a lack of SSN. See your Resource Licensing worker for additional instructions in these circumstances.

Unlicensed Placements

When relative placements are pursuing licensure, the placement code should be RHU. When licensure is obtained, the placement code should be changed to reflect the appropriate RH placement code.

When relative placements are unable to obtain licensure, the placement code should be RHU. If the child remains in the unlicensed placement, a court order must be obtained. A RH application must be completed for the relative in order to use the RHU placement code.