

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: KAYLA UELIGGER, INTERIM DIRECTOR

SUBJECT: REBOOT OF RESOURCE DEVELOPMENT

DISCUSSION:

The purpose of this memorandum is to discuss an implementation plan that will alter the resource licensing process. This plan was developed by a workgroup made up of licensing workers, supervisors, field support managers, program specialists and leadership. This workgroup has met to implement a plan that was developed in conjunction with Change and Innovations (a consulting company working with the Children's Division). Thank you to everyone who participated in this process. Your expertise and perspective were valuable in developing the changes to resource licensing. The changes have to do with home visits, assessments, assigning workers early in the process, promoting respite in the beginning and documentation revisions.

Home Visits

Home visits for the assessment process for resource licensing are changing. Moving forward Resource Licensing Workers will be required to do two (2) home visits for the assessment process. Those visits should be completed in person. If the Resource Licensing Worker feels that more meetings are necessary, then those meetings may be held virtually or in person.

Interview guides have been created for both home visit #1 and home visit #2. These will be available on e-forms. You will find them by searching Initial Licensing Home Visit Questions (CD28a), and Initial Licensing Guide (CD-28b). Included is a list of essential documents and information that should be collected during each visit. Training materials are available for licensing workers to effectively conduct interviews during home visits. Included are guidelines on probing for missing information and conducting meaningful conversations with families.

We will be tracking outcomes and offering ongoing support and resources to licensing workers as they adapt to the new process. We will address any challenges or questions that arise during implementation.

Assessments

Standardized Home Assessments are now required for home studies. There are templates to use for the home assessment (CD-28 and CD-29). The link to those templates are below. They will be housed in e-forms and you will find them by searching the words Home Assessment or CD-28 (initial) or CD-29 (renewal).

Assigning a Worker Early in the Process

This will allow the licensing worker to engage the family from the start of the process and will facilitate the additional team recommendations of completing home visits early in the licensing process, during training and interviewing the family to complete necessary paperwork and assessment information.

Promoting Respite in the Beginning

This process supports foster parents engaging earlier in the foster care community, gaining early experience and results in a larger respite provider pool.

Documentation Revision

The documents listed below have been edited. We are no longer using the CD-108. The safe sleep, discipline agreement, notification of hazards, and HIPAA forms now have no signature line as they are part of the home assessment. We revised the CS-42 and added a new form to replace the CS-45 which is the CD-335 (explained below).

When working with emergency relative placements, workers will continue to use the current CS-45 for placement and licensing and use the non-safety waivers as needed.

For Traditional foster parents the Resource Home and Safety Checklist (CD-335) will now be used.

Section 6, Chapter 3 has been revised significantly to reflect these changes. The link is below. Please take some time to review the chapter.

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 Melissa Selsor 573-522-1191 Melissa.J.Selsor@dss.mo.gov	MANAGER CONTACT Lauren Masterson 573-290-5674 Lauren.Masterson@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS 3.1.3 Guide for Conducting Resource Provider Family Assessments – DSS Manuals (mo.gov)	
FORMS AND INSTRUCTIONS Standardized Home Assessment Foster (CD-28) Standardized Home Assessment Renewal (CD-29) Initial Licensing Home Visit Questions (CD-28a)	

[Initial Licensing Guide \(CD-28b\)](#)
[Preferences Placement Worksheet \(CD-28c\)](#)

REFERENCE DOCUMENTS AND RESOURCES

CD-108 Removed

[CS-42](#), [CD-335](#), [CD-101](#), [CD-117](#), [CD-119](#), [CD-194](#)

RELATED STATUTE

(List or put N/A if not applicable.)