

Memorandum

CD25-25

ISSUED DATE: November 5, 2025

TO: ☒ Children's Division ☒ Contracted Staff

FROM: Sara Smith, Children's Division Director

SUBJECT: **Family Centered Services (FCS) Supervisor Consults and Responsibilities**

RATIONALE:

This memo will address the creation of supervisor consult policy for the Family Centered Services (FCS) program. The purpose of this policy is to describe the requirements of supervisor consults, quarterly observation and other supervisor responsibilities within the FCS program.

OVERVIEW:

This policy outlines the specific requirements for Family Centered Services (FCS) supervisor consults, including case opening consults, monthly consults, case closure consults, supervisor responsibilities including shadowing and observations, responsibilities of the supervisor when a Temporary Alternative Placement Agreement (TAPA) is open for case management services provision through FC and quarterly summaries and observations.

In addition, this policy introduces two forms that are to be used in conjunction with FCS supervisor consults and FCS case closure.

CD 329: Family Centered Services (FCS) Supervisor Consult Guide

The CD 329 should be used as a tool to guide the supervisor consult conversation. The categories within the template should be included in each monthly supervisor consult entered into the system of record.

Those categories are:

- Case Progress and Goals
- Barriers
- Strengths and Solutions
- Home Visits
- Assessment of Risk and Safety Concerns
- Child Safety and Well-being
- Family Safety Plan and Safety Network
- Case Closure Recommendations
- Supervisor Recommendations and Next Steps

CD 330: Family Centered Services (FCS): Case Closing Guide

The CD 330 is a tool to be used by the supervisor at the time of closing to aid in providing guidance to ensure that all required elements of the FCS case have been addressed prior to closure. The supervisor will fill out the guide prior to approving the case for closure. Once the case has been approved, the guide will be signed and uploaded by the supervisor in OnBase.

Coming Soon:

The following policy subsections are in final stages of the review and approval process and are expected to be published this month, to align with the FCS Sup Consult Policy.

- CWM 5.2.8 Specifics on Documentation in Case Management, Subsection 1 Family Centered Services
- CWM 5.4.1 Family Centered Services Case Transfers

NECESSARY ACTION:

1. Review this memorandum with all Children's Division and contracted staff.
2. Review revised Child Welfare Manual chapters and forms as indicated below.

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NEW/ REVISED CHILD WELFARE MANUAL POLICY AND COLLATERAL DOCUMENTATION:

RELATED POLICIES:

[Creation of Section 3, Chapter 2, Subsection 6](#)

[Case Record Maintenance and Access: Section 5, Chapter 4, sub-section 1](#)

FORMS AND INSTRUCTIONS:

[CD-329: Family Centered Services Supervisor Consult Guide](#)

[CD-330: Family Centered Service: Case Closing Guide](#)

REFERENCE DOCUMENTS AND RESOURCES:

Human Trafficking Assessment Tool: [CD-288](#)

Crisis Intervention Funds: [Section 8, Chapter 7, sub-section 2](#)

RELATED STATUTE:

Temporary Alternative Placement Agreement (TAPA) [210.123RSMo](#)