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|  | MISSOURI DEPARTMENT OF SOCIAL SERVICESCHILDREN’S DIVISION**Resource Development Worker Policy Reference Guide** |
| Child Welfare Manual Sections, Chapters, Subsections and Attachments are not listed in the order of importance or in the order to be completed. |
| **I. The following sections of the manual are to be reviewed and implemented during the process of determining placement options.** |
| Section 4 Chapter 2 Sub Section 2 | [Placement with a Resource Family](https://dssmanuals.mo.gov/child-welfare-manual/section-4-chapter-2-placements-subsection-2-initial-placement-activities/) |
| Section 4 Chapter 2 Sub Section 1 | [Placement Options](https://dssmanuals.mo.gov/child-welfare-manual/chapter-2-1-common-placement-types/) |
| Section 4 Chapter 2 | [Placements](https://dssmanuals.mo.gov/child-welfare-manual/section-4-chapter-2-placements/) |
| Section 6 Chapter 13 | [Resource Development Worker Responsibilities](https://dssmanuals.mo.gov/child-welfare-manual/section-6-resource-development-chapter-13-resource-development-worker-responsibilities/) |
| Section 6 Chapter 9 | [Out-Of-County Inquiry](https://dssmanuals.mo.gov/child-welfare-manual/section-6-resource-development-chapter-9-out-of-county-home-assessment/) |
| Section 6 Chapter 10 | [CD Employees as Foster or Adoptive Parents](https://dssmanuals.mo.gov/child-welfare-manual/section-6-resource-development-chapter-10-cd-employees-as-foster-or-adoptive-parents/) |
| **II. The following sections of the manual are to be reviewed and implemented during the process of assessing a resource provider applicant.** |
| Section 6 Chapter 20 | [Roles and Responsibilities of Resource Parents](https://dssmanuals.mo.gov/child-welfare-manual/section-6-resource-development-chapter-20-roles-and-responsibilities-of-resource-parents/) |
| Section 6 Chapter 16 | [Relative Foster Care](https://dssmanuals.mo.gov/child-welfare-manual/section-6-resource-development-chapter-16-relative-foster-care/) |
| Section 4 Chapter 4 Subsection 5 | [Children with Elevated Needs](https://dssmanuals.mo.gov/child-welfare-manual/section-4-chapter-4-working-with-children-subsection-5-children-with-elevated-needs/) |
| Section 6 Chapter 18 | [Medical Foster Care](https://dssmanuals.mo.gov/child-welfare-manual/section-6-resource-development-chapter-18-medical-foster-care/) |
| Section 6 Chapter 17 | [Respite](https://dssmanuals.mo.gov/child-welfare-manual/section-6-resource-development-chapter-17-respite-foster-care/) |
| Section 5 Chapter 2 Subsection 9 | [Recording Guidelines and Record Composition](https://dssmanuals.mo.gov/child-welfare-manual/section-5-chapter-2-documentation-subsection-9-specifics-on-documentation-in-resource-licensing/) |
| Section 5 Chapter 1 Subsection 4 | [Case Records and Filing-Resource Home Records](https://dssmanuals.mo.gov/child-welfare-manual/section-5-chapter-1-case-records-and-filing-subsection-4-resource-home-records/) |
| Section 6 Chapter 1 | [Recruitment Of Resource Families](https://dssmanuals.mo.gov/child-welfare-manual/section-6-resource-development-chapter-1-recruitment-of-resource-families/) |
| Section 6 Chapter 12  | [Resource Provider's Emergency Procedures](https://dssmanuals.mo.gov/child-welfare-manual/section-6-resource-development-chapter-12-resource-providers-emergency-procedures/) |
| Section 6 Chapter 2 | [Resource Provider Training](https://dssmanuals.mo.gov/child-welfare-manual/section-6-resource-development-chapter-2-resource-provider-training/)  |
| Section 6 Chapter 3  | [Resource Family Assessment And Licensing Process](https://dssmanuals.mo.gov/child-welfare-manual/section-6-resource-development-chapter-3-resource-family-assessment-and-licensing/) |
| Section 6 Chapter 3 Subsection 1.3 | [Guide for Conducting Resource Family Assessments](https://dssmanuals.mo.gov/child-welfare-manual/section-6-chapter-3-resource-provider-family-assessment-process-subsection/313-2/) |
| Section 6 Chapter 3 Subsection 1 | [Foster Family Home Licensing Rules](https://dssmanuals.mo.gov/child-welfare-manual/section-6-chapter-3-resource-provider-family-assessment-process-subsection/) |
| Section 6 Chapter 3 Subsection 1 | [Resource Provider Family Assessment Process](https://dssmanuals.mo.gov/child-welfare-manual/section-6-resource-development-chapter-3-resource-family-assessment-and-licensing/) |
| Section 6 Chapter 3 Subsection 3 | [Foster/Adoptive Assessments/approval (FA)](https://dssmanuals.mo.gov/child-welfare-manual/section-6-chapter-3-resource-family-assessment-and-licensing-process-subsection-3-foster-licensing-adoptive-assessments/) |
| Section 6 Chapter 3 Subsection 4 | [Child Care Homes as Foster Homes](https://dssmanuals.mo.gov/child-welfare-manual/section-6-chapter-3-resource-family-assessment-and-licensing-process-subsection-4-child-care-homes-as-foster-homes/) |
| Section 6 Chapter 3 Subsection 6 | [Reopening a Closed Resource Provider](https://dssmanuals.mo.gov/child-welfare-manual/section-6-chapter-3-resource-family-assessment-and-licensing-process-subsection-6-reopening-a-closed-resource-provider/) |
| Section 6 Chapter 3 Subsection 8 | [Resource Provider Assessment Recording Outline](https://dssmanuals.mo.gov/child-welfare-manual/section-6-chapter-3-resource-family-assessment-and-licensing-process-subsection-8-resource-provider-family-assessment-recording-outline/) |
| Section 6 Chapter 13 | [Resource Development Worker Responsibilities](https://dssmanuals.mo.gov/child-welfare-manual/section-6-resource-development-chapter-13-resource-development-worker-responsibilities/) |
| Section 6 Chapter 4 | [Emergency Foster Homes](https://dssmanuals.mo.gov/child-welfare-manual/section-6-resource-development-chapter-4-emergency-resource-homes/) |
| Section 6 Chapter 8 | [Court Requested/Ordered Adoptive Assessment](https://dssmanuals.mo.gov/child-welfare-manual/section-6-resource-development-chapter-8-court-requested-or-ordered-adoptive-assessment/) |
| Section 6 Chapter 11 | [Licensing of Resource Families Trained in Other States](https://dssmanuals.mo.gov/child-welfare-manual/section-6-resource-development-chapter-11-licensing-resource-families-trained-other-states/) |
| **III. The following sections of the manual are to be reviewed and implemented to maintain and monitor a resource provider home.** |
| Section 4 Chapter 12 Subsection 8 | [Financial Considerations](https://dssmanuals.mo.gov/child-welfare-manual/section-4-chapter-12-financial-considerations-subsection-8-payments-for-children/) |
| Section 5 Chapter 2 Subsection 9 | [Recording Guidelines and Record Composition](https://dssmanuals.mo.gov/child-welfare-manual/section-5-chapter-2-documentation-subsection-9-specifics-on-documentation-in-resource-licensing/) |
| Section 5 Chapter 3 Subsection 6 | [Record Access Out-of-Home Care Provider Records](https://dssmanuals.mo.gov/child-welfare-manual/section-5-chapter-3-record-access-subsection-6-resource-provider-records/) |
| Section 5 Chapter 3 Subsection 7 | [Health Insurance Portability and Accountability Act (HIPAA)](https://dssmanuals.mo.gov/child-welfare-manual/section-5-chapter-3-record-access-subsection-7-health-insurance-portability-and-accountability-act-hipaa/) |
| Section 5 Chapter 5 Subsection 2 Sub subsection 5 | [Record Retention and Expungement](https://dssmanuals.mo.gov/child-welfare-manual/section-5-chapter-5-record-retention-and-expungement-subsection-2-other-records/) |
| Section 6 Chapter 2 Subsection 5 | [In-Service Training](https://dssmanuals.mo.gov/child-welfare-manual/section-6-chapter-2-resource-provider-training-stars-specialized-training-assessment-resources-and-support-subsection-5-in-service-training/) |
| Section 6 Chapter 2 Subsection 6 | [Other Approved In-Service Training](https://dssmanuals.mo.gov/child-welfare-manual/section-6-chapter-2-resource-provider-training-stars-specialized-training-assessment-resources-and-support-subsection-5-in-service-training/) |
| Section 6 Chapter 7 Subsection 7 | [Guide for Conducting a Review of a Foster Home](https://dssmanuals.mo.gov/child-welfare-manual/section-6-chapter-7-childrens-divisions-appeal-processes-subsection-7-guide-for-conducting-a-review-of-a-resource-home/) |
| Section 6 Chapter 13 | [Resource Development Worker Responsibilities](https://dssmanuals.mo.gov/child-welfare-manual/section-6-resource-development-chapter-13-resource-development-worker-responsibilities/) |
| Section 6 Chapter 5 | [Foster Home Utilization and Support](https://dssmanuals.mo.gov/child-welfare-manual/section-6-resource-development-chapter-5-foster-home-utilization-and-support/) |
| Section 6 Chapter 6 | [Support Groups for Resource Providers](https://dssmanuals.mo.gov/child-welfare-manual/section-6-resource-development-chapter-6-support-groups-resource-providers/) |
| Section 6 Chapter 7 Subsection 8 | [Family Support Team Decision Review](https://dssmanuals.mo.gov/child-welfare-manual/section-6-chapter-7-childrens-divisions-appeal-processes-subsection-8-family-support-team-decision-review/) |
| **IV. The following sections of the manual are to be reviewed and implemented when assessing a resource provider home for renewal of license and/or contract.** |
| Section 6 Chapter 16 Subsection 5 | [Renewal/Reassessment of Relative Home](http://dssweb/cs/) |
| Section 6 Chapter 3 Subsection 5 | [Guide for Conducting Renewal Assessment](https://dssmanuals.mo.gov/child-welfare-manual/section-6-chapter-3-resource-family-assessment-and-licensing-process-subsection-5-conducting-resource-home-renewal/) |
| Section 6 Chapter 3 Subsection 7 | [Closing a Resource home](https://dssmanuals.mo.gov/child-welfare-manual/section-6-chapter-3-resource-family-assessment-and-licensing-process-subsection-7-closing-a-resource-home/) |
| **V. The following sections of the manual are to be reviewed and implemented when revoking a license or denying an application for providing foster care services.** |
| Section 6 Chapter 3 Subsection 1 | [Foster Family Home Licensing Rules](https://dssmanuals.mo.gov/child-welfare-manual/section-6-chapter-3-resource-provider-family-assessment-process-subsection/) |
| Section 6 Chapter 7 Subsection 7 | [Guide for Conducting a Review of a Foster Home](https://dssmanuals.mo.gov/child-welfare-manual/section-6-chapter-7-childrens-divisions-appeal-processes-subsection-7-guide-for-conducting-a-review-of-a-resource-home/) |
| Section 6 Chapter 7 | [Children’s Division's Appeal Process](https://dssmanuals.mo.gov/child-welfare-manual/section-6-resource-development-chapter-7-childrens-divisions-appeal-processes/) |
| **VI. The following sections of the manual are to be reviewed and implemented in addition to the previous locations when a resource provider chooses to be an adoptive resource**. |
| Section 4 Chapter 8 Subsection 2 | [Adoption](https://dssmanuals.mo.gov/child-welfare-manual/section-4-chapter-8-permanent-outcomes-subsection-2-adoption/) |
| Section 4 Chapter 9 | [Adoption](http://www.dss.mo.gov/cd/info/cwmanual/section4/ch28/sec4ch28index.htm) Process |
| Section 6 Chapter 3 Subsection 2 | [Adoptive Family Assessment](https://dssmanuals.mo.gov/child-welfare-manual/child-welfare-manual-2019-update/) |
| Section 6 Chapter 7 Subsection 9 | [Adoption Staffing Team Decision Review for a Family Not Selected](https://dssmanuals.mo.gov/child-welfare-manual/section-6-chapter-7-childrens-divisions-appeal-processes-subsection-9-adoption-staffing-team-decision-review-for-family-not-selected/) |
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| VII. Closing a Resource Home |
| Section 6 Chapter 3 Subsection 7 | [Closing a Resource Home](https://dssmanuals.mo.gov/child-welfare-manual/section-6-chapter-3-resource-family-assessment-and-licensing-process-subsection-7-closing-a-resource-home/) |

Memo History:

[CD10-95](http://dss.mo.gov/cd/info/memos/2010/cd10-095.pdf)