

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

DECEMBER 5, 2007

What's Inside:

Administrative Hold

MEMORANDUM

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS AND
CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: ADMINISTRATIVE HOLD

DISCUSSION:

This memorandum introduces the new resource suspension code, Administrative Hold. Administrative Hold is to be used in responding to certain licensing situations which will more effectively serve resource parents, the Children's Division and most importantly, the safety of children. All suspensions on the Vendor Licensure/Placement Resource form, SS-60, require notification of an adverse action which is open to appeal. The Administrative Hold status has been added as it reflects a less punitive and less negative connotation and is not open for appeal in the Fair Hearing process.

Depending on the nature of the allegation in a Child Abuse and Neglect (CA/N) report and the risk assessment, a provider may be placed on Administrative Hold with a corrective action/support plan implemented and no other children placed in the home until the issue is resolved and the Hold status is removed. If no immediate safety risk factors exist to the children during the investigation/assessment, the children currently in the home should not be removed. If, at the time of the investigation/assessment (I/A), it is determined the child will be removed, either at the request of the resource provider or by the investigator, the Children's Service Worker (CSW) should be notified in order to schedule a Family Support Team meeting.

The Family Development Specialist should be having and documenting their regular, ongoing discussions with the resource provider regarding any licensing concerns prior to a change in their licensing status. Child Welfare Manual (CWM) Section 6 Chapter 3 Attachment B states that written notice, specifying the reasons for denial or revocation shall be provided ten (10) days prior to the effective date of the action. For an Administrative Hold the licensing worker should notify the provider via a phone call as soon as possible. A follow-up letter should then be sent explaining why the Hold is in effect and how it can be removed/resolved. If the Hold was requested by the provider, the licensing worker should follow up with a letter verifying their request.

ADMINISTRATIVE HOLD

The Administrative Hold is required in the following circumstances:

1. An Out-of-Home investigation (OHI) is under way involving Legal Status 1 children in the resource provider's home. The Administrative Hold should remain in effect until the investigation is concluded and all corrective actions/support plans, if any, are successfully completed and documented in the record.
2. A CA/N investigation/assessment is under way involving non-Legal Status 1 children in the resource provider's household. The Administrative Hold should remain in effect until the I/A is concluded and all corrective actions/support plans, if any, are successfully completed and documented in the record.
3. Licensing concerns have been noted and a staffing is under way. The Administrative Hold should remain in effect until all corrective actions/support plans, if any, are successfully completed and documented in the record.
4. A resource provider moving to another county/circuit should be placed on Administrative Hold and not receive any additional placements pending the completion of the license transfer process. The circuit from which the provider has moved should notify the receiving circuit of the change in address and provide necessary information on current placements, and transfer records within one week. The receiving circuit should schedule a home visit within two weeks of notification. After the provider's new home has been inspected and approved, relicensure should be granted. The Hold status should be removed from the Vendor Licensure/Placement Resource Report, SS-60, and provider records updated to reflect the changes.
5. The resource provider has experienced a significant change (in household composition, health, employment, etc). The Administrative Hold should remain in effect until the provider's situation has been reassessed and the study has been updated. Every effort should be made to complete these actions within 2 weeks, per the Council on Accreditation (COA). The worker should document all attempts to meet this timeframe, including the provider's specific actions of non-compliance within that time.

The Administrative Hold status is available, but optional in a variety of circumstances, such as, but not limited to:

1. The provider has had a new birth and needs time to adjust.
2. The provider feels they need "a break".
3. The Family Support Team has recommended that the resource provider cease new placements during the period of adjustment for an adopted child.
4. The resource provider has a biological/adopted child placed in residential care. Per memo CD05-22, no additional children will be placed in the home without the approval of the Circuit Manager (CM) or designee. The guidelines stated in Section 4 Chapter 5 Attachment C should be reviewed and assessed as the provider may need time to work with the child placed in residential care.

If there are questions whether an Administrative Hold or Suspend status should be implemented, staff should consult with first or second level supervisors for guidance.

SUSPEND/REVOICATION

Suspend/Revocation is defined as an action which is taken:

- 1) In response to a CA/N report or Preponderance of Evidence finding to be applied during the time of the investigation/assessment and the allegation is severe enough to warrant removal of a child.
- 2) As an action to be taken when revocation is recommended:
 - Suspend/revocation is used whenever children in the home have been found to be in imminent risk.
 - Suspend is used when the resource parent is not complying with licensing requirements and efforts (such as, but not limited to, being placed on Administrative Hold) to remedy the situation have failed (i.e.: refuse to keep training requirements current, refuse to meet licensing standards, or continued non compliance with an Individual Support Plan).
 - Suspend is used when a staffing has been held, and licensing violations are of sufficient magnitude to warrant a recommendation of suspend.
 - Suspend is used during the period of evaluation and consideration of amelioration.

UPDATES TO SS-60 FORM, INSTRUCTIONS AND CODE SHEET

System changes have been added to Legacy/Production which allow the Administrative Hold code, 'H', to be entered in field 27 on the Vendor Licensure/Placement Resource Report form, SS-60, whenever this action is used. The system will no longer allow input of a vendor number for a placement change when that vendor is on Hold or Suspend status. An error message will appear at the bottom of the ZCC3 screen stating the vendor status is either on Hold or Suspended. The SS-60 instructions and code sheet have been updated with the Administrative Hold information. Staff should begin utilizing the new Administrative Hold code "H", code sheet and instructions and destroy prior versions as of this memo.

NECESSARY ACTIONS:

1. Please review this memorandum with all Children's Division Staff.
2. All questions should be cleared through normal supervisory channels and directed to:

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CHILD WELFARE MANUAL REVISIONS:

Section 6 Chapter 3.1 [Foster/Kinship Family Assessment](#)

Section 6 Chapter 3.1.1 [Administrative Hold](#)

Section 6 Chapter 3.1.2 [Suspend/Revocation](#)

Section 6 Chapter 3 Attachment L [Guide for Conducting a Review of a Foster Home](#)

Section 6 Chapter 7.1 Children's [Division's Fair Hearing Process](#)

FORMS AND INSTRUCTIONS:

Vendor Licensure/Placement Resource Report/Instructions/Code Sheet/Form--SS-60

COUNCIL ON ACCREDITATION (COA) STANDARDS:

S21.10.05 [Foster and Kinship Families and Homes](#)