

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 3, 2009

M E M O R A N D U M

<p><u>What's Inside:</u> Revisions of Close Reason on SS-60 Code Sheet</p>

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: REVISIONS OF CLOSE REASON ON SS-60 CODE SHEET

DISCUSSION:

In response to a Continuous Quality Improvement request, the close reason codes on the SS-60 code sheet have been revised.

Field 25 on the SS-60 consists of five close reasons. Code 3 is used when a license for foster care is denied or a request for an approval for other resource vendor types (i.e. AD, RS, BFC, CF, FG, FA) is denied. The denial can occur at any stage of the process; initial licensure/approval, re-licensure/approval, and at any time a vendor type approval needs to be denied. The close reason is renamed to define that the choice of denial applies to initial licensure/ approval or re-licensure/re-approval of a vendor.

Revisions to the instructions for field 25, Close Reasons, on the SS-60 have been made to provide clarification of the close reason options.

Utilization of the revised SS-60 code sheet begins immediately upon publication of this memo.

NECESSARY ACTION

1. Review this memorandum with all Children's Division staff.
2. Review revised Children's Division E-Form as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT

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PROGRAM MANAGER

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CHILD WELFARE MANUAL REVISIONS N/A
FORMS AND INSTRUCTIONS Children's Division E-Forms
REFERENCE DOCUMENTS AND RESOURCES N/A
RELATED STATUTE N/A
ADMINISTRATIVE RULE N/A
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A
PROTECTIVE FACTORS Parental Resilience, N/A Social Connections, N/A Knowledge of Parenting and Child Development, N/A Concrete Support in Times of Need, N/A Social and Emotional Competence of Children, N/A
FACES REQUIREMENTS N/A