

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

October 6, 2011

MEMORANDUM

What's Inside:
CS-1 policy
change

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: POLICY CHANGE FOR UPDATING THE CHILD ASSESSMENT AND SERVICE PLAN, CS-1

DISCUSSION:

The purpose of this memorandum is to inform staff of a policy change for completing and updating the Child Assessment and Service Plan, CS-1. Current policy requires the CS-1 to be updated at every Family Support Team (FST) meeting.

The new policy will require the CS-1 to be completed within 30 days of custody and every 30 days thereafter until adjudication. After adjudication the CS-1 will need to be updated every six (6) months and when there is a major change in the case such as a change of the permanency plan or placement change, etc. This policy change is effective as of today's date.

NECESSARY ACTION:

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:

Christy Collins
 (573) 751-9603
Christy.Collins@dss.mo.gov

PROGRAM MANAGER:

Dena Driver
 (573) 751-3171
Dena.Driver@dss.mo.gov

CHILD WELFARE MANUAL REVISIONS:

- Section 4 Chapter 8.1 [Services for Family-Centered Out-of-Home Care](#)
 Section 4 Chapter 9.2 [Administrative Review Process/Permanency Planning Review \(PPR\)](#)
 Section 4 Chapter 9.3 [Decision Making for Permanency](#)
 Section 4 Chapter 9.5 [Tasks to Support Plan](#)

Section 4 Chapter 9.6 [Operation of the Family Support Team \(FST\)/Permanency Planning Review Team \(PPRT\) Meeting](#)

FORMS AND INSTRUCTIONS

[CS-1 Instructions](#)

REFERENCE DOCUMENTS AND RESOURCES

N/A

RELATED STATUTE

N/A

ADMINISTRATIVE RULE

[13 CSR 40 - 30.010](#)

COUNCIL ON ACCREDITATION (COA) STANDARDS

- PA-FC 2 [Assessment](#)
- PA-FC 3 [Service Planning and Monitoring](#)
- PA-FC 4 [Child and Youth Permanency](#)
- PA-FC 6 [Child Placement](#)
- PA-FC 7 [Developing and Maintaining Connections](#)
- PA-FC 9 [Services for Children and Youth](#)
- PA-FC 10 [Physical and Mental Health](#)
- PA-FC 13 [Transition to Independent Living](#)

CHILD AND FAMILY SERVICES REVIEW (CFSR)

- Items 17 [Needs of Children, Parents, Foster Parents](#)
- Item 18 [Case Planning Involvement](#)
- Item 21 [Educational Needs](#)
- Item 22 [Physical, Medical and Dental Needs](#)
- Item 23 [Mental/Behavior Health Needs](#)
- Item 25 Written Case Plan
- Item 35 Array of Services

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