

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

March 7, 2012

M E M O R A N D U M

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| What's Inside: Pre-placement visits |
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TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: PRE-PLACEMENT VISITS

DISCUSSION:

The purpose of this memorandum is to clarify the process of pre-placement visits. Finding the best fit for a foster youth is important for placement stability and in the best interest of the youth. Therefore, pre-placement visits are encouraged, when possible.

Family Support Team, FST, meetings should be held prior to taking any action relating to a change in placement of a child in the Division's custody. Any pre-placement visit must be discussed and pre-approved by the FST and the pre-placement provider. The FST should review the Foster Family Profiles, CD-56, of potential resource providers to determine and select the most appropriate placement for the child. Decisions regarding the pre-placement visit plan are on a case-by-case basis and unique to the needs of the child. Discussion and decisions regarding the pre-placement visit should include at a minimum:

1. Does the foster youth require a pre-placement visit to facilitate a successful placement?
2. Does the resource home require a pre-placement visit to facilitate a successful placement?
3. What are the time frames for pre-placement visit(s); minimum number of visits, maximum number of visits, length of the visits, etc.?

The licensed resource home of the pre-placement visit is not eligible for any payment for the child while on the visit, except allowable mileage reimbursement, if applicable. Any exception must be pre-approved through normal supervisory channels with final approval by Central Office. Only vendor type Elevated Needs Level B is approved for a daily rate of payment for pre-placement visits. Eligibility criteria and the payment rate for the Transitional Services for Level B foster youth and Level B resource homes is located in policy, Section 4 Chapter 11 Attachment I.

Respite care should not be used for a pre-placement visits. Respite services are utilized for temporary relief of stressors in the resource home and to maintain stable placements.

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| NECESSARY ACTION | |
| <ol style="list-style-type: none"> 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 Elizabeth Tattershall 573-522-1191 Elizabeth.Tattershall@dss.mo.gov | PROGRAM MANAGER Dena Driver 573-751-3171 Dena.D.Driver@dss.mo.gov |
| CHILD WELFARE MANUAL REVISIONS Section 4 Chapter 5 Subsection 1 | |
| FORMS AND INSTRUCTIONS N/A | |
| REFERENCE DOCUMENTS AND RESOURCES Family Support Team Meeting, Section 4 Chapter 7 Subsection 2 Elevated Needs Level B Placement Process , Section 4 Chapter 14 Subsection 4 | |
| 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 N/A Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children | |
| FACES REQUIREMENTS N/A | |