

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 5, 2008

M E M O R A N D U M

**What's Inside:**

Training Section  
and Administrative  
Section for  
Resource Provider  
Case File

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

FROM: JAMES C. HARRISON, ACTING DIRECTOR

SUBJECT: TRAINING AND ADMINISTRATIVE SECTIONS FOR  
RESOURCE PROVIDER CASE FILES

DISCUSSION:

In response to a Continuous Quality Improvement (CQI) request, two additional sections have been added to the resource provider's case file record: Training Section and Administrative Section.

Policy currently requires the following sections to be in the resource provider's case file:

Forms Section (yellow cover sheet)  
HIPAA Section (white cover sheet)  
Background Section (green cover sheet)  
Correspondence Section (white cover sheet)  
STARS/Spaulding Section (buff cover sheet)  
Contracts/Licensing Section (yellow cover sheet)  
Family Assessment Section (white cover sheet)  
OHI Reports (pink cover sheet)  
Narrative Section (blue cover sheet)

This information is outlined in the presentation [Documentation and Record Review](#) on the Children's Division Intranet web page and in the [Child Welfare Manual](#).

**Training Section**

The Training Section is to document in-service training and will have a buff cover sheet. Documentation that will be placed in the section includes:

Training record screens – printed at license renewal time to verify required 30 hours  
In-service training certificates  
Training sign in sheets  
Resource Family In-service Training Request, CD-114

Training syllabus/brochures/worksheets

**Administrative Section**

The Administrative Section will document all local and regional reviews and have a white cover sheet. Documentation that will be placed in this section includes:

- Resource Home Adverse Action Report, CS-20
- Notification of Resource Home Adverse Action, CS-20a
- Alternative Care Grievance Review Request, CS-70
- Service Delivery Grievance Form, CS-131
- Notification Letter for Adoption and Guardianship Subsidy Denial, CD-87
- Application for Fair Hearing, CD-53
- Withdrawal of Request for Hearing, CD-54

<b>NECESSARY ACTION</b>  <ol style="list-style-type: none"><li>1. Review this memorandum with all Children’s Division staff.</li><li>2. Review revised Child Welfare Manual chapters as indicated below.</li><li>3. All questions should be cleared through normal supervisory channels and directed to:</li></ol>	
<b>PDS CONTACT</b> Elizabeth Tattershall 573-522-1191 <a href="mailto:Elizabeth.Tattershall@dss.mo.gov">Elizabeth.Tattershall@dss.mo.gov</a>	<b>PROGRAM MANAGER</b> Melody Yancey 573-751-3171 <a href="mailto:Melody.Yancey@dss.mo.gov">Melody.Yancey@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b> <a href="#">Recording Guidelines and Record Composition-Resource Provider Records</a> , Section 5 Chapter 1 Subsection 6	
<b><u>FORMS AND INSTRUCTIONS</u></b> Resource Family In-Service Training Request, CD-114 Resource Home Adverse Action Report, CS-20 Notification of Resource Home Adverse Action, CS-20a Alternative Care Grievance Review Request, CS-70 Service Delivery Grievance Form, CS-131 Notification Letter for Adoption and Guardianship Subsidy Denial, CD-87 Application for Fair Hearing, CD-53 Withdrawal of Request for Hearing, CD-54	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> <a href="#">Documentation and Record Review</a>	
<b>RELATED STATUTE</b> N/A	
<b>ADMINISTRATIVE RULE</b> N/A	

<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> N/A
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> N/A
<b>PROTECTIVE FACTORS</b> N/A
<b>FACES REQUIREMENTS</b> N/A