

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

May 6, 2009

What's Inside:
Revision of
forms CS-RC-2
and CS-101J.

M E M O R A N D U M

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: REVISION OF TWO FORMS: RESPITE CARE PROVIDER CHECKLIST, CS-RC-2 AND REQUEST FOR SANITATION INSPECTION, CS-101J

DISCUSSION:

The purpose of this memorandum is in response to the Continuous Quality Improvement (CQI) process. Two forms used for resource providers, Respite Care Provider Checklist, CS-RC-2 and Request for Sanitation Inspection, CS-101J have been revised.

Respite Care Provider Checklist, CS-RC-2

The Respite Care Provider Checklist, CS-RC-2, has the addition of fields at the top of the page for recording the name of the provider for which the checklist is referring, the date that the checklist is completed and space for the signature of the provider.

Request for Sanitation Inspection, CS-101J

The Request for Sanitation Inspection, CS-101J, is revised in WORD format. This form is to be used for the licensure of group homes that have a private water supply and septic tank. The form can also be used for other types of resource homes which have a private water supply and septic tank if there are concerns during the licensure/re-licensure process. The inspection is initiated by the resource worker contacting the local health department and requesting the inspection.

Discard any copies of the previous CS-RC-2 and CS-101J forms and begin using the revised versions of these forms immediately.

NECESSARY ACTION

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters and forms 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 Melody Yancey 573-751-3171 Melody.Yancey@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS Resource Family Assessment & Licensing Process Guide for Conducting Foster Family Group Home Assessments, Section 6 Chapter 3 Attachment F	
<u>FORMS AND INSTRUCTIONS</u> Respite Care Provider Checklist, CS-RC-2 Request for Sanitation Inspection, CS-101J	
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 N/A	
FACES REQUIREMENTS N/A	