

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

May 18, 2009

M E M O R A N D U M

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| <p><b>What's Inside:</b><br/>Revision of the<br/>CD-56</p> |
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TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: REVISION OF THE FOSTER FAMILY PROFILE, CD-56

DISCUSSION:

The purpose of this memorandum is to respond to a Continuous Quality Improvement (CQI) request. The Foster Family Profile, CD-56, has been revised. The addition of using only initials for the biological and adopted children in the household composition, check off boxes indicating if the home is a smoking or non-smoking home and modifications regarding educational practice preferences have been made.

**Purpose**

The purpose of the CD-56 is to collect information about the resource applicants in order to:

- Review the decision process to approve or deny the license application
- Have a reference when drafting the home assessment
- Document changes in the household determined at quarterly home visits
- Update provider information at license renewal

**Placement in Resource Case File**

The CD-56 and family photograph should be placed under a separate cover sheet (to be developed locally) and placed in the front of the Resource Provider file. The obsolete CD-56 should be placed in the Family Assessment Section of the Resource Provider file with a notation on the front page of the profile identifying it as obsolete. A current CD-56 is required to be in the file for license renewal. An updated CD-56 should be completed as changes occur in the household.

Staff should begin using the new form and discard unused copies of the old form.

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| <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 forms as indicated below.</li> <li>3. All questions should be cleared through normal supervisory channels and directed to:</li> </ol> |   |
| <b>PDS CONTACT</b><br>Elizabeth Tattershall<br>573-522-1191<br><a href="mailto:Elizabeth.Tattershall@dss.mo.gov">Elizabeth.Tattershall@dss.mo.gov</a>  | <b>PROGRAM MANAGER</b><br>Melody Yancey<br>573-751-3171<br><a href="mailto:Melody.Yancey@dss.mo.gov">Melody.Yancey@dss.mo.gov</a> |
| <b>CHILD WELFARE MANUAL REVISIONS</b>  |   |
| NA   |   |
| <b><u>FORMS AND INSTRUCTIONS</u></b>   |   |
| Foster Family Profile, CD-56   |   |
| <b>REFERENCE DOCUMENTS AND RESOURCES</b>   |   |
| <a href="#">Section 5 Chapter 1 Subsection 6.1</a><br><a href="#">Section 6 Chapter 3 Subsection 1</a><br><a href="#">Section 6 Chapter 3 Attachment A</a><br><a href="#">Section 6 Chapter 3 Attachment D</a><br><a href="#">Section 6 Chapter 3 Attachment M</a>                         |   |
| <b><u>RELATED STATUTE</u></b>  |   |
| 13 CSR 35-60.030 Minimum Qualifications of Foster Parent(s)<br>13 CSR 35-60.050 Care of Children   |   |
| <b>ADMINISTRATIVE RULE</b>   |   |
| NA   |   |
| <b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b>  |   |
| N/A  |   |
| <b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b>   |   |
| N/A  |   |
| <b><u>PROTECTIVE FACTORS</u></b>   |   |
| Parental Resilience<br>Social Connections<br>Knowledge of Parenting and Child Development<br>Concrete Support in Times of Need<br>Social and Emotional Competence of Children  |   |
| <b>FACES REQUIREMENTS</b>  |   |
| N/A  |   |