

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

September 4, 2009

What's Inside:
Request for
Resource
Provider Files

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: REQUEST FOR RESOURCE PROVIDER FILES

DISCUSSION:

The purpose of this memorandum is to clarify procedures to follow when a Sunshine Law request is made for a resource provider file and introduce the new form, Resource Parent Acknowledgement of Home Assessment & Case File Information Access, CD-128.

The licensing records of all provider homes are available to the public under Missouri's "Sunshine Law", which is [Chapter 610 RSMo](#). Information that may be and may not be released is detailed in the Child Welfare Manual in the [Record Access Out-of-Home Care Provider Records](#) section.

All resource provider files are to be redacted locally and then sent to the Children's Division Privacy Officer in Central Office for review. If the request was a Sunshine request, the Privacy Officer will forward the redacted and reviewed file to the Division of Legal Services (DLS) for additional review before any information is released.

Upon receipt of a Sunshine request for record release, staff are to send the request **immediately** by scan or by fax to the [Department Privacy Officer](#) and the [Division Privacy Officer](#). Statute RSMo 610.023 requires response by the Department within three (3) days of the submitted request.

Children's Division staff must make certain that the resource provider understands that information from their training and in their case files are subject to public view. Staff will bring to the attention of resource provider applicants at their initial visit the statement that is included on the last page of the [Foster/Adopt Home Assessment Application](#), CS-42:

I FURTHER UNDERSTAND THAT THE FOSTER PARENT LICENSURE APPLICATION PROCESS AND SUBSEQUENT RELATED ACTIVITY IS A PUBLIC RECORD AND WILL BE MADE AVAILABLE TO THE PUBLIC

UPON REQUEST. I FURTHER UNDERSTAND THAT SOME INFORMATION FROM THIS APPLICATION AND SUBSEQUENT RELATED ACTIVITY MAY BE SHARED WITH PARENTS AND OTHER PARTIES INVOLVED IN THE PLACEMENT DECISIONS FOR CHILDREN IN DIVISION CUSTODY. SOME OF THE INFORMATION CONTAINED IN THIS APPLICATION CAN NOT BE RELEASED WITHOUT MY WRITTEN PERMISSION OR A COURT ORDER.

Staff are to present the Resource Parent Acknowledgement of Home Assessment & Case File Information Access, CD-128, at the initial licensure and at re-licensure and obtain signature(s) from the resource provider(s). A copy is to be provided to the provider and the original placed in the resource provider's case file.

Staff are to be diligent to include in resource provider files only information that is required per policy.

A memo is forthcoming regarding clarification and revision to resource provider case composition maintenance.

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 Melody Yancey 573-751-3171 Melody.Yancey@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS Record Access Out-of-Home Care Provider Records	
<u>FORMS AND INSTRUCTIONS</u> CD-128	
REFERENCE DOCUMENTS AND RESOURCES Memo CD07-13 Foster/Adopt Home Assessment Application , CS-42	
RELATED STATUTE RSMo 610	
ADMINISTRATIVE RULE 13 CSR 35-60.030 Minimum Qualifications of Foster Parent(s)	
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A	

CHILD AND FAMILY SERVICES REVIEW (CFSR)

N/A

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