

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

June 7, 2010

**What's Inside:**  
Revisions to  
Resource Family  
Exit Interview,  
CD-112

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: REVISIONS TO RESOURCE FAMILY EXIT INTERVIEW, CD-112

DISCUSSION:

The purpose of this memorandum is to introduce revisions to the Resource Family Exit Interview, CD-112.

One of the responsibilities of staff is to conduct exit interviews with all resource providers. This should be completed for those resource providers who choose to close their license as well as those homes that are revoked. The purpose of the exit interview is to determine if the agency may have been able to do something different or better to maintain this placement resource. This interview should be documented in the record.

The CD-112 was introduced in memo CD09-07 as a tool to use as means of recruitment of resource parents who no longer wish to provide foster care full time to consider providing respite care. The CD-112 can be used to assist the worker when conducting the face-to-face exit interview. The CD-112 does not replace the Closing Summary. The completed CD-112 shall be placed in the forms section of the case record.

Revision to the form includes the addition of boxes to indicate whether the agency that developed the home was the Children's Division or a private agency. If a private agency developed the home, the name of the private agency is to be entered.

Staff are to begin using the revised CD-112 as of the date of this memorandum.

**NECESSARY ACTION**

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. Review revised Child Division E-Form.
4. All questions should be cleared through normal supervisory channels and directed to:

<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> Dena Driver 573-751-3171 <a href="mailto:Dena.D.Driver@dss.mo.gov">Dena.D.Driver@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b> <a href="#">Children's Service Worker Responsibilities, Section 6 Chapter 3 Attachment M</a> <a href="#">Recording Guidelines and Record Composition – Resource Provider Records, Section 5 Chapter 1 Subsection 6</a>	
<b><u>FORMS AND INSTRUCTIONS</u></b> Resource Family Exit Interview, CD-112	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> <a href="#">CD09-07</a>	
<b>RELATED STATUTE</b> N/A	
<b>ADMINISTRATIVE RULE</b> N/A	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> (List or put N/A if not applicable.)	
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> (List or put N/A if not applicable.)	
<b>PROTECTIVE FACTORS</b> Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children	
<b>FACES REQUIREMENTS</b> N/A	