

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

June 11, 2010

What's Inside:
Elevated Needs
Level A behavior
charts and incentive
payment.

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: ELEVATED NEEDS LEVEL A BEHAVIOR CHARTS AND
INCENTIVE PAYMENT

DISCUSSION:

The purpose of this memorandum is to introduce revisions to the STEP Chart (Systematic Teaching and Evaluation Process) and Positive Time Chart, CS-11, and Program Planning Sheet, CS-12. The completion and submission of these forms are mandatory for receiving an incentive payment for Elevated Needs Level A resource providers.

The instructions for utilization and completion of the CS-11 and CS-12 charts are located in the Elevated Needs Level A teaching curriculum, *People Skills Training*. This training has been the required training for a licensed resource provider to be contracted to provide foster care to Elevated Needs Level A foster youth. However, the training is no longer the only curriculum that can be used to meet the training requirements as outlined in [policy](#). Therefore, instructions for the utilization and completion of the forms have been revised and added to policy. The forms and instructions for completion are located on Children's Division E-forms.

Staff shall begin using the revised CS-11 and CS-12 July 1, 2010. Discard any and all other CS-11 and CS-12 charts prior to this revision.

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 Children's Division E-forms listed below.
4. 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 Dena Driver 573-751-3179 Dena.D.Driver@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS Foster Care for Youth with Elevated Needs, 4.14.8 Financial Support Planning Special Expenses, 4.11 attachment C	
<u>FORMS AND INSTRUCTIONS</u> STEP and Positive Time Chart, CS-11 Program Planning Sheet, CS-12	
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 Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children	
FACES REQUIREMENTS N/A	