

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 10, 2010

**What's Inside:**  
Introduction of  
Licensing Worker  
Policy Reference  
Guide

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:** INTRODUCTION OF LICENSING WORKER POLICY REFERENCE GUIDE

**DISCUSSION:**

The purpose of this memorandum is to introduce a resource tool that has been created to assist licensing workers with navigating policy regarding resource provider licensing in response to a Continuous Quality Improvement (CQI) request.

The CQI request was to place all policy regarding resource provider licensing in one section of the manual. The licensing process for resource providers and case managing resource homes is very extensive and covers a large part of the manual. A tool has been created to guide licensing workers to the various sections in policy that are pertinent to resource provider licensing.

The tool, [Licensing Worker Policy Reference Guide](#), is located in the Reference Documents and Resources section on Children's Division E-forms.

**NECESSARY ACTION**

1. Review this memorandum with all Children's Division staff.
2. Review Children's Division resource tool listed 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](mailto:Elizabeth.Tattershall@dss.mo.gov)

**PROGRAM MANAGER**

Dena Driver  
573-751-3179  
[Dena.D.Driver@dss.mo.gov](mailto:Dena.D.Driver@dss.mo.gov)

**CHILD WELFARE MANUAL REVISIONS**

N/A

<p><b><u>FORMS AND INSTRUCTIONS</u></b>  Licensing Worker Policy Reference Guide</p>
<p><b>REFERENCE DOCUMENTS AND RESOURCES</b>  N/A</p>
<p><b>RELATED STATUTE</b>  N/A</p>
<p><b>ADMINISTRATIVE RULE</b>  N/A</p>
<p><b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b>  N/A</p>
<p><b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b>  N/A</p>
<p><b>PROTECTIVE FACTORS</b> N/A  Parental Resilience  Social Connections  Knowledge of Parenting and Child Development  Concrete Support in Times of Need  Social and Emotional Competence of Children</p>
<p><b>FACES REQUIREMENTS</b>  N/A</p>