

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

January 19, 2011

M E M O R A N D U M

**What's Inside:**  
Placement of  
foster youth in  
DMH licensed  
homes.

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND  
CHILDREN'S DIVISION STAFF

FROM: CANDACE A. SHIVELY

SUBJECT: PLACEMENT OF FOSTER YOUTH IN DEPARTMENT OF  
MENTAL HEALTH LICENSED HOMES

DISCUSSION:

The purpose of this memorandum is to introduce the Checklist For Placing Children's Division Foster Youth In Licensed DMH Homes, CD-170. This form is to be completed prior to placing Children's Division foster youth in the home of a licensed Department of Mental Health, DMH, provider and at the time of the DMH license renewal.

The Children's Division accepts a DMH license in lieu of a Children's Division resource home license. A Departmental Vendor Number, DVN, needs to be opened for the DMH licensed vendor. The DVN is assigned as a mechanism for payment by the Children's Division. The approved Vendor Type for the resource home is MM.

The Residential Care Screening Team Coordinator, RCST, is responsible for verifying that the MM resource provider has a current DMH license to operate.

Prior to a foster youth being initially placed in the home, the CD-170 shall be completed with the DMH license attached and placed in Child's Section of the foster youth's case file. A copy of the CD-170 is sent to the RCST. This form is a child specific form.

It is the responsibility of the RCST to request a copy of the new license from the DMH provider when their license renews. It is the responsibility of the foster youth's case manager to complete the CD-170 prior to the initial placement and at each annual re-licensure period.

Fingerprinting and background checks are requirements for CD resource provider licensure. Fingerprinting is not a requirement for a DMH licensed resource provider. Therefore, CD does not require DMH licensed vendors to submit fingerprints. Policy Interpretation Question 01 regarding the CD paying for fingerprinting of licensed DMH vendors is rescinded.

The CD worker assigned as the case manager for a LS1 foster youth continues to be responsible for all the case management responsibilities of the youth no matter what agency monitors the resource home where the youth is placed.

<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 chapters as indicated below.</li> <li>3. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<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 573-756-3169 <a href="mailto:Dena.D.Driver@dss.mo.gov">Dena.D.Driver@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b> <a href="#">Department of Mental Health Therapeutic Foster Family Homes and Missouri Alliance Foster Homes, 4.4.4.7</a>	
<b><u>FORMS AND INSTRUCTIONS</u></b> <a href="#">Checklist For Placing Children’s Division Foster Youth in Licensed DMH Homes, CD-170</a>	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> Rescind PIQ 01	
<b>RELATED STATUTE</b> N/A	
<b>ADMINISTRATIVE RULE</b> N/A	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> N/A	
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> N/A	
<b>PROTECTIVE FACTORS N/A</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	