

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

January 21, 2011

## M E M O R A N D U M

<b>What's Inside: Procedures Related to Child Specific Contracts</b>
--

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: CHILD SPECIFIC CONTRACTS

## DISCUSSION:

The purpose of this memorandum is to outline instructions for requesting Child Specific Contracts for youth being placed with providers who are not contracted with the Children's Division. These providers must be contracted with a Children's Division affiliated agency or located in another state.

The Residential Care Coordinator must be contacted to request a Child Specific Contract *prior* to placement of the youth when the FST identifies a non-contracted placement provider as the least restrictive placement. The case manager will need to submit the following materials to the Residential Care Coordinator when requesting a Child Specific Contract:

- a. Completed CS-9 that includes the CSPI;
- b. Social history or psychosocial assessment completed within the last 60 days;
- c. Psychological/psychiatric evaluation;
- d. Justification as to why a CD contracted provider is not being utilized for the placement;
- e. A completed budget outlining what services are to be provided and the daily rate; and
- f. A completed SS-60 if the provider does not have a current DVN.

The Residential Care Coordinator will complete the top portion of the attached "Contract Amendment-Renewal" form upon review of the supporting documentation and determination that a Child Specific Contract is appropriate. The signature lines should

remain blank. The Residential Care Coordinators will receive an electronic copy of the “Contract Amendment-Renewal” form. The Residential Care Coordinator will forward this form and all supporting documentation to the Central Office designee, listed below, for approval.

Procedures related to Adoption Subsidy

Requests for a Child Specific Contract for youth who have been adopted must have an approved subsidy amendment/attachment with ASRT (Adoption Subsidy Residential Treatment) services included. The case manager needs to indicate on the Contract Amendment – Renewal form if the child has been adopted.

Requests for an out-of-state placement for children who have been adopted do not need the above identified information attached to the Contract Amendment – Renewal form. These types of placements only need the Child Specific Contract Amendment – Renewal form. However, out-of-state placements must have ICPC approval prior to placement. Requests for in-state placements for adopted children will require the Child Specific Contract Amendment-Renewal form and all accompanying information to justify the request.

<b>NECESSARY ACTION</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children’s Division staff.</li> <li>2. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT</b> Randy Yancey 573-751-4344 Randal.D.Yancey@dss.mo.gov	<b>PROGRAM MANAGER</b> Leann Haslag 573-751-2502 Leann.Haslag@dss.mo.gov
<b>CHILD WELFARE MANUAL REVISIONS</b> N/A	
<b>FORMS AND INSTRUCTIONS</b> <a href="#">Child Specific Amendment – Renewal form</a> (attached)	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> N/A	
<b>RELATED STATUTE</b> N/A	
<b>ADMINISTRATIVE RULE</b> N/A	

**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**