

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 12, 2011

MEMORANDUM

What's Inside:
Written
Placement
Agreement for
Residential

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF
FROM: CANDACE A. SHIVELY, DIRECTOR
SUBJECT: WRITTEN PLACEMENT AGREEMENT FOR USE IN RESIDENTIAL TREATMENT FACILITIES

DISCUSSION:

The purpose of this memorandum is to inform staff of the new written placement agreement utilized for new residential treatment placements during the intake process.

In the regular course of business, licensed residential treatment facilities are required to develop a written placement agreement which staff sign during the intake process giving the residential treatment facility permission to provide care for the child. A copy of this agreement should be kept in the child section of the case record.

The Division of Legal Services and the Children's Division have worked together to develop a standardized form approved for use in all residential treatment facilities. Staff are not required to bring this form to the residential treatment facility during the intake process. It is the responsibility of the residential treatment facility to request staff to sign the form during the intake process.

A copy of this form has been attached for staff to become familiar with should they ever complete one during the intake process at the residential treatment facility.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT:

Christy Collins
(573) 751-9603
Christy.Collins@dss.mo.gov

PROGRAM MANAGER:

Dena Driver
(573) 751-3171
Dena.Driver@dss.mo.gov

<p>CHILD WELFARE MANUAL REVISIONS: N/A</p>
<p>FORMS AND INSTRUCTIONS Written Placement Agreement for Residential Care, CS-9A</p>
<p>REFERENCE DOCUMENTS AND RESOURCES N/A</p>
<p>RELATED STATUTE N/A</p>
<p>ADMINISTRATIVE RULE N/A</p>
<p>COUNCIL ON ACCREDITATION (COA) STANDARDS N/A</p>
<p>CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A</p>
<p>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</p>
<p>FACES REQUIREMENTS N/A</p>