

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 30, 2013

What's Inside:
Resource Parent
Quarterly Home
Visit

M E M O R A N D U M

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

FROM: TIM DECKER, DIRECTOR

SUBJECT: RESOURCE PARENT QUARTERLY HOME VISIT

DISCUSSION:

The purpose of this memorandum is to introduce the revised Resource Parent Quarterly Home Visit Checklist and Quarterly Summary, CD-118.

The relationship of the resource licensing worker with all the household members of a resource home is important for cultivating mutual respect and monitoring a safe and nurturing environment for foster youth. The required quarterly home visits made by the licensing worker, affords an opportunity for the worker to build positive and beneficial relationships with the resource home members and to offer help to the resource family. The worker is in the home to help maintain and support the resource family. Quarterly visits are conversational allowing for the sharing of concerns as well as accomplishments and development of a mutual relationship of trust.

Activities of staff at the quarterly visit are to be used as a prompt to have meaningful conversations about pertinent issues and assure compliance with licensing requirements. Activities include but are not limited to:

- Discussion with the family regarding progress with their Professional Family Development Plan, CD-100
- Walk through of the home to assure it meets licensing standards
- Visual confirmation of storage if there are any weapons
- Medications storage compliance
- Update Foster Family Profile, CD-56, if there are any changes in household composition

The quarterly summary should include but is not limited to:

- The number and types of current placements
- Changes in household composition (i.e. divorce, death, illnesses, adoptions, births, etc.)

- Changes to the physical environment (moves, additions, remodels, etc.)
- Discussion of any hotline, reports, incidents, issues or concerns involving the resource family and any action taken. If no action is taken there should be an explanation.

The CD-118 is the tool to record quarterly visit activities. Space is provided on the last page to write the required quarterly summary.

Use of this form for documenting quarterly activities and recording the quarterly home visit summary continues with the publication of this memo.

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division staff. 2. Review revised Child Welfare Manual chapters as indicated below. 3. Review new Children’s Division forms as indicated 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	DEPUTY DIRECTOR Julie Lester 573-751-2427 Julie.Lester@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS Recording Guidelines and Record Composition, Section 5 Chapter 1 Subsection 6 Resource Development Worker Responsibilities, Section 6 Chapter 3 Attachment M	
FORMS AND INSTRUCTIONS Resource Parent Quarterly Home Visit Checklist and Quarterly Summary, CD-118	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE N/A	
ADMINISTRATIVE RULE 13 CSR 35-60.040 Physical Standards for Foster Homes (1) General Requirements (2) Sleeping Arrangements (3) Fire and Safety Requirements (4) Weapons Requirements	
COUNCIL ON ACCREDITATION (COA) STANDARDS PA-FC 17	
CHILD AND FAMILY SERVICES REVIEW (CFSR) Item 17 , Needs of Children, Parents and Foster Parents Item 41 and 42, Foster Family Homes Standards and Licensing Processes in Accordance with National Standards	
PROTECTIVE FACTORS 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