

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

January 25, 2018

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: TIM DECKER, DIRECTOR

SUBJECT: Changes in Requirements for Older Youth Engagement and Assessment Tools

DISCUSSION:

The purpose of this memorandum is to introduce changes in the requirements for referring older youth to the Chafee Foster Care Independence Program. As new foundations become part of the culture of Children's Division, ways in which these can be embedded in work with older youth has been given consideration as well as how the work can be done in the most efficient means.

After meetings and discussions with stakeholders, Children's Division staff, and Transitional Living and Chafee providers, a decision was made to "stop" the use of the Casey Life Skills Assessment (CLSA) and the Life Skills Strengths/Needs Assessment (CD97) as required tools. Children's Division and Foster Care Case Management staff will be able to use the tools that they choose for youth engagement, assessment, and goal development, such as the Signs of Safety mapping tool (example).

With this memorandum, in order to make a Chafee referral, the use of specific assessment tools via FACES is no longer required. However, assessment and engagement are an essential part of working with older youth in transition planning. Chafee providers are meant to teach life skills and not be the assessors and drivers of life skills. The Children's Service Worker is responsible for assessing to see what life skill areas are to be built upon and developed for the youth and the goals and tasks that the Chafee provider will work on to address the needs with the youth and other team members.

Children's Service Workers may continue to access the CLSA through the Casey Family Programs' [website](#) as an optional assessment tool. Children's Service Workers may access the Life Skills Strengths/Needs Assessment Reporting Form (CD97) and Guideline Questions as an optional assessment tool in [e-forms](#).

In order to improve the quality time that the Chafee provider spends with the youth, with this memorandum staff will be asked to complete the Adolescent Family Support Team

(FST) Guide (CD94) completely and thoroughly upon referral. In the past, only certain sections of the Adolescent FST Guide (CD94) were required in order to make a referral. To give Chafee providers as much assessment information as possible as this is the only information they are receiving, the tool is now required to be completed in its entirety and updated at least every six months and as needed, per current policy.

When surveyed providers reported that the most valuable tools in working with the youth were the initial meeting, the Adolescent FST Guide (CD94), and being included as a team member in FST's. Utilizing the engagement and assessment tools that staff prefers is one of many efforts being made to ensure youth receive quality support and services to improve outcomes. Communication and direction is the best way of ensuring youth receive the services they are entitled to and for which Children's Division is providing funding.

A Systems Change Request has been submitted to allow a referral to be made in FACES without a CLSA and a Life Skills Strengths/Needs Assessment (CD97).

In the interim, until this change request can be completed, to refer a youth for Chafee the following steps must occur:

- The Adolescent FST Guide (CD94) and Individualized Action Plan (IAP) Goals (CD94) must be completed in FACES by the Children's Service Worker (within the last six months). The Adolescent FST Guide cannot be completed without a date in the Casey Life Skills Assessment section at this time. In the section labeled Casey Life Skills Assessment, please enter the date the Adolescent FST Guide (CD94) is being completed as the date for the youth completion date of the CLSA. Because this is an interim solution and invalid data is being entered, in the Youth ID # box, please enter this memo number for reference as to why this action was taken. If a youth is incapacitated, please follow exiting procedures and select the youth is incapacitated box.

Casey Life Skills Assessment:

The Casey Life Skills Assessment (CLSA) must be completed for all youth ages 14 and older who are in the custody of the Children's Division. It is crucial that at least one caregiver complete the caregiver portion of the CLSA. The CLSA can be accessed at <http://lifeskills.casey.org/>

Youth ID #: Provider #:

Youth has completed CLSA (date): / /
If not, assessment will be completed by (date): / /

Youth is incapacitated; CLSA will not be completed

- Once completed, the Children’s Service Worker will send an email to his/her supervisor indicating the CD94 is ready for review in FACES. The email should contain additional identifying information listed in the matrix below in order for the Older Youth Transition Specialist (OYTS) to process the referral in FACES.
- Until the systems changes are made, Children’s Service Workers will not be using the Referral – Chafee Independence screen in FACES so the information in the matrix below is necessary for the OYTS to be able to process the referral.
- The email should contain the following matrix information:

Youth Name:	DCN:	DOB:	Is the Youth a Parent?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
Current Placement Name & Type:	Youth Address:		Youth Telephone Number:
			Youth Email Address:
Service Worker:	County/Office:		Telephone Number:
			Email Address:
Case Manager:	County/Office:		Telephone Number:

Currently enrolled in / receiving services or support from:		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Performance Based Contract Provider
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Specialized Case Management Provider
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Guardianship / Adoption Subsidy

Interim Steps:

- Once the review has been completed (thorough completion of the Adolescent FST Guide and documenting at least 3 quality and appropriate life skills goals) the supervisor will forward the Children’s Service Worker’s email with the identifying information matrix and send an email to the OYTS in their region stating the referral is ready to be processed. Thorough completion and thorough review are imperative for the youth to receive timely services. Goals must be Specific, Measurable, Achievable, Results-focused, and Time limited (SMART).

Chafee services are purchased services on behalf of youth in foster care therefore supervisors should ensure via the goals, that the Chafee provider will be able to work with the youth right away based on there being an adequate amount of SMART goals and tasks.

- Older Youth Transition Specialists will review the CD94 to verify all information has been received. This is a second level review. If the referral is incomplete, the OYTS will send the referral back for revision by the Children's Service Worker. If the referral is complete, the OYTS will process the referral in FACES.
- A worker alert will be received when the referral is processed. Children's Service Workers and Children's Service Supervisors may view the status of a referral in FACES at any time on the Referral-Chafee Independence Services screen under the Older Youth Program in Case Management or viewing on the Alternative Care Monitoring screen in the Older Youth section in Case Management under Function Monitoring.

Ongoing Steps:

- Upon receipt of the referral, the Chafee provider will contact the Children's Service Worker to schedule an introductory meeting with the Chafee provider, Children's Service Worker, placement provider (if applicable) and youth. The Chafee contract allows 30 days for the Chafee provider to schedule this meeting, however the sooner this can be arranged with the Children's Service Worker; the sooner the youth can start receiving services. The introductory meeting is not an optional meeting and if possible should be completed at the youth's monthly visitation in order for the Children's Service Worker to participate in person. If the Children's Service Worker is not able to participate in person, arrangements should be made to participate via phone. The intake meeting is vital for the Children's Service Worker to establish a relationship with the Chafee provider and to assist in guiding the direction of the life skills teaching that will be occurring. At the initial meeting, the Adolescent FST Guide and IAP should be reviewed. This is the start of a team building relationship with our service provider to assist our youth in their current and future well-being. If Children's Service Workers, along with the youth, do not provide direction on service provision, services will not be provided that are meaningful or relevant.
- After the initial referral meeting is held, Children's Service Workers should continue contact with the Chafee provider regarding the life skills services being provided to the youth and discussing with the youth what services are needed. The Adolescent FST Guide and IAP need to be updated every six months, and progress on items in the Guide and IAP should be discussed at FST's, with Chafee providers as a team member. Children's Service Worker's may view reports from the provider in FACES via the Individual Life Skills Progress Form (CD95) in Case Management under the Older Youth Program section.

An additional memo will be forthcoming when the systems changes are in place.

NECESSARY ACTION

1. Review this memorandum with all Children’s Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. Review revised Child Welfare Forms as indicated below.
4. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT

Sally A. Gaines
(573)522-6279
Sally.A.Gaines@dss.mo.gov

MANAGER CONTACT

Ivy Doxley
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CHILD WELFARE MANUAL REVISIONS

Section 4 Chapter 4.13 [Independent Living Arrangement](#)
Section 4 Chapter 5.1 [Placement in a Resource Family](#)
Section 4 Chapter 7.3.7 [Administrative Activities](#)
Section 4 Chapter 8.1 [Services for Family-Centered Out- of- Home Care](#)
Section 4 Chapter 21.3.3 [Referral Process](#)
Section 4 Chapter 21.3.4 [Youth Assessment](#)
Section 4 Chapter 21.6 [Transitional Living Program](#)
Section 4 Chapter 9.5 [Tasks to Support Plan](#)
Section 5 Chapter 1.1.13 [Older Youth Program Services](#)
Section 5 Chapter 1.5.2 [Interim Recording](#)

FORMS AND INSTRUCTIONS

CLSA
Life Skills Strengths/Needs Assessment (CD97)

REFERENCE DOCUMENTS AND RESOURCES

[Signs of Safety Mapping Tool example](#)

RELATED STATUTE

[John F Chafee Foster Care Independence Act \(1999\)](#)
[Fostering Connections and Increasing Adoptions Act \(2009\)](#)
[The Preventing Sex Trafficking and Strengthening Families Act \(2014\)](#)