

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

OCTOBER 12, 2018

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: JULIE LESTER, INTERIM DIRECTOR

SUBJECT: EXCHANGING HEALTH INFORMATION BETWEEN CHILDREN'S DIVISION AND RESOURCE PARENTS FOR CHILDREN/YOUTH IN OUT-OF-HOME CARE USING FORMS CD-264 AND CD-265

DISCUSSION:

The purpose of this memorandum is to introduce the Health Care Information Summary, CD-264, and Monthly Medical Log, CD-265, forms to support existing policy requiring the exchange of health information between resource parents and Children's Division for children in out-of-home care. To promote continuity of care and health care coordination, [Section 4 Chapter 24 Subsection 2](#) of the Child Welfare Manual discusses the responsibility of staff to provide, in writing, a child's pertinent health information to resource parents upon placement. Additionally, current policy requires resource parents to document certain medical information for children in their care and to provide this documentation to Children's Division monthly.

Health Care Information Summary

The Health Care Information Summary, CD-264, should be completed/updated and provided to a child's new resource parent upon placement, or no later than 72 hours following emergency placements. The CD-264 communicates to the resource parent pertinent health information about the child to ensure his/her necessary medical and behavioral health care and oversight. Current information regarding a child's medical providers, medications/dosages, and upcoming appointments is also captured in the summary.

Monthly Medical Log

The Monthly Medical Log, CD-265, is completed monthly by the resource parent to document information about the medical care the foster youth receives while in the resource home. The resource parent submits the completed log to the foster youth's case manager on a monthly basis. The log should record illnesses, medications and the amount given, visits to physician/therapist, and the purpose of the visit as well as scheduled appointments. The log only documents medical information received while the child is in the resource home.

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 revised Child Welfare Forms as indicated below.4. All questions should be cleared through normal supervisory channels and directed to:	
PDS CONTACT Lori Masek 573-592-1007 Lori.Masek@dss.mo.gov Elizabeth Tattershall 573-522-1191 Elizabeth.Tattershall@dss.mo.gov	MANAGER CONTACT Ivy Doxley 573-526-1422 Ivy.Doxley@dss.mo.gov Amy Martin 573-526-8040 Amy.L.Martin@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS Section 4 Chapter 24 Subsection 2 Medical/Mental Health Planning / Medical Information to be Obtained When a Child Enters Care	
FORMS AND INSTRUCTIONS CD-264 Health Care Information Summary CD-265 Monthly Medical Log	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE N/A	