

**Title 13—DEPARTMENT OF SOCIAL SERVICES**  
**Division 110—Division of Youth Services**  
**Chapter 3—[Aftercare Responsibilities] Case Management**

**PROPOSED AMENDMENT**

**13 CSR 110-3.030 Aftercare Supervision.** The division is amending the chapter title, and all sections.

*PURPOSE: This amendment changes the chapter title and removes sections (2) and (3) as they are covered in other regulations and division policies. It amends section 4 to change the terminology of Foster Care to Alternative Care Givers in order to draw a distinction between it and the Children's Division's Foster Care Program. It also amends outdated terminology and removes repetitive language.*

(1) Community Placement. *[It is the responsibility of the service coordinator to]* **The Division of Youth Services will** ensure the appropriate *[provide]* treatment services **are in place** for the *[client]* **youth** and his/her family.

*[(2) Case Recordings. The service coordinator shall maintain the following records:*

- (A) A record of dates and type of contacts made on each youth; and*
- (B) A monthly summary will be prepared for each youth. The summary will include the date and times of contacts as well as client progress and future planning and*
- (C) It is mandatory that each six (6) months an evaluation be completed on all youth committed to the Division of Youth Services (DYS).]*

*[(3) Transfers. Transfer of an aftercare case shall be made as follows:*

- (A) To Interstate. (see 13 CSR 110- 2.130(2));*
- (B) Transfers between regions must be approved by the two (2) regional administrators involved; and*
- (C) To Other Agencies. Transfers to other agencies will be coordinated through the special services administrator.]*

*[(4)]* **(2) [Foster Care] Placement with Alternative Caregivers.** Except in cases of emergency, children under Division of Youth Services supervision and placed in *[foster]***alternative caregiver** homes funded by DYS shall be so placed only after an evaluation of the home has been completed. This evaluation shall include, but not be limited to, the adequacy of the home, family stability and composition, and the motivation and ability of the *[foster parents]* **alternative caregivers** to provide *[foster]* care. **An alternative caregiver may be a relative or a person who is not related to the youth but has a close relationship with the youth or the youth's family.**

(A) Preparation for Placement. *[It is the responsibility of the service coordinator to]* **The Division of Youth Services shall** prepare the family and the youth for the impending placement. That preparation may include, but not be limited to, the following:

1. Counseling and training with the *[foster family]***alternative caregivers;**

2. Preplacement visits between the *[child]***youth** and the *[foster family]***alternative caregivers**;

3. Explanation of agency rates of payment and guidelines for expenditures of money *[in]* **on** the *[foster child's]* **youth's** behalf;

4. Evaluation of any other income the *[child]***youth** might have, such as Social Security benefits, Veteran's Administration benefits, etc., as well as the youth's family's financial situation. The applicability of these funds to the *[child's]***youth's** needs will be determined by the regional administrator; **and**

5. Discussion of arrangement for payment of special needs, such as, medical expenses, educational, or therapeutic, etc.*;* **and]**

*[6. All foster homes will be approved prior to the child's placement by the regional administrator. All foster home placements will be approved by the regional administrator.]*

*[(B) Services to Family and Youth. The service coordinator will provide services to the youth and foster family as well as the youth's family.]*

*[(5)]* **(3) Contractual Residential Services.** *[The need for the services will be determined by the regional administrator prior to the placement of a youth. The regional administrator will ensure that funds are available.]* **The Division of Youth Services may utilize contractual residential services when it determines that the youth's needs are beyond the scope of services available at a Division of Youth Services' operated facility or space is not available at a Division of Youth Services' facility in close proximity to the youth's home or family.**

*[(6)]* **(4) Return to Facility (Shelter).** A temporary return of the youth in aftercare to the *[institutional]* facility for reasonable cause may be permitted upon the recommendation of the service coordinator with the approval of the regional administrator. Reasonable cause is to be determined only upon the basis of need for alternative placement with none immediately available. *[Where]* **When** the youth is returned for shelter, every effort is to be made by the service coordinator to complete alternate placement plans within thirty (30) days. *[A report will be submitted each week that the youth is in shelter over thirty (30) days. The report will be submitted to the regional administrator justifying the continued need for shelter and outlining plans for alternative arrangements with a copy to the facility providing shelter.]* **Shelter placements may extend beyond 30 days with approval by the regional administrator.** When a placement is established by the service coordinator, *[s/he]* **the service coordinator** will notify the facility and make arrangements for the youth to be released with the approval of *[his/her]* **the service coordinator's** supervisor.

*[(7)]* **(5) Return to Facility ([Sanction] Revocation).** Procedure for the return of youths held in violation of the conditions of aftercare supervision is outlined in 13 CSR 110-3.040 *[and 13 CSR 110- 3.050]*.

*[(8)]* **(6) Discharges from Aftercare Supervision.** Section 219.026, RSMo, *[1994]* requires the division to immediately notify in writing the youth, his/her parent(s) or guardian(s), victim's rights respondent, and the committing court of the termination of its supervision over the youth.

*AUTHORITY: sections 219.016, 219.036, and 660.017, RSMo.\* Original rule filed Dec. 30, 1975, effective Jan. 9, 1976. Amended: Filed Feb. 10, 2000, effective Aug. 30, 2000. Amended: Filed: October 30, 2018.*

*\*Original authority: 219.036, RSMo 1975, amended, 1993.*

*PUBLIC COST: This proposed amendment will not cost state agencies or political subdivisions more than five hundred dollars (\$500) in the aggregate.*

*PRIVATE COST: This proposed amendment will not cost private entities more than five hundred dollars (\$500) in the aggregate.*

*NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed amendment with the Department of Social Services, Legal Services Division-Rulemaking, P.O. Box 1527, Jefferson City, MO 65102-1527, or by email to [Rules.Comment@dss.mo.gov](mailto:Rules.Comment@dss.mo.gov). To be considered, comments must be received within thirty (30) days after publication of this notice in the **Missouri Register**. No public hearing is scheduled.*