

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 12, 2012

M E M O R A N D U M

<p><u>What's Inside:</u> Resource Parent Quarterly Home Visit Checklist and Quarterly Summary, CD-118</p>

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: RESOURCE PARENT QUARTERLY HOME VISIT CHECKLIST AND QUARTERLY SUMMARY, CD-118

DISCUSSION:

The purpose of this memorandum is to introduce the Resource Parent Quarterly Home Visit Checklist and Quarterly Summary, CD-118, in response to a state level Continuous Quality Improvement request.

Resource licensing workers are required to make quarterly home visits and to document specific information in a quarterly summary. Activities of staff at the quarterly visit 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
- 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 a tool to record quarterly visit activities. This form was created utilizing samples received from circuits which currently have quarterly activity check lists. 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 begins 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 Marta Halter 573-751-2427 Marta.Halter@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	