

Referral for Home Visiting Services Instructions (CD-261)

Purpose:

The purpose of this document is to provide instructions on how to complete and submit a referral for Home Visiting (HV) services, utilizing the CD261. The CD261 can be found on EForms in the CD Intranet, or at the following link:

<https://dese.mo.gov/sites/dese/files/media/pdf/2021/11/mo500-3352-referral-for-home-visiting-service.pdf>

Completing the Referral:

To begin, the individual completing the referral will include their name, phone number, email address, and date of referral as directed at the top of the referral. Next, the parent(s)/caretaker(s) information needs to be documented, including the full name, date of birth, household address, phone numbers, and email addresses. It is of the utmost importance to include accurate contact information for the family being referred in order for the assigned HV provider to contact the family as soon as possible after receipt of the referral. After the parent(s)/caretaker(s) information is documented, the children in the home will be included.

Following the documentation of the family and referrer's information, the referring individual will document the primary criteria that is met. The referral will ask if there is a child in the home under the age of three (3) years or if there is a pregnant woman in the home. The referral will also ask if the household income is under 185% of the Federal poverty guidelines. The referring individual will check the box indicating that there is a qualifying child or pregnant person in the home, but if the referring individual is unsure of the household income, this can be left blank for the HV agency to evaluate.

Next, any additional criteria listed on the referral should be checked as it applies to the family. If the additional criteria information is unknown, this can be left blank. However, it would be exceedingly helpful to know if there are any additional criteria that the HV provider should be aware of, including if the family is "at risk" for physical, emotional, social or education abuse/neglect or if the family has a child in the custody of DSS with an active plan for reunification.

If the person completing the referral is working with the family through a Children's Division (CD) case, the CD case status should be documented. This is especially important if the family will be transitioning to another program line (for example, moving to a Family Centered Services case from an open Newborn Crisis Assessment). Also vital to the completion of the referral is the documentation of any existing safety concerns that the HV provider should be aware of prior to making contact with the family.

As this program is entirely voluntary, referrals should not be completed without the knowledge and approval of the family being referred. To indicate this agreement from the family, the family

should physically sign the referral or the referring individual should document that the family verbally approved the referral, along with the date of verbal approval.

Submitting the Referral:

When the CD261 Referral for Home Visiting Services has been completed in full with a signature verifying the family's agreement with the submission of the referral, it is time to submit through email. Visit <https://dss.mo.gov/cd/keeping-kids-safe/home-visiting-program.htm> to learn which agency serves the county in which the family resides and what email address to send the referral to, based on the agency that serves the area. After receipt of the referral, HV providers have 48 business hours to initiate contact with the family being referred.

Please contact Tara Goins, tara.goins@dese.mo.gov, and/or the Home Visiting Section of the Office of Childhood at HomeVisiting@dese.mo.gov or 573-522-2355 for any questions related to this program or the referral process.