

**Missouri State Foster Care & Adoption Board**  
**Governor's Office Building, Room #315**  
**Jefferson City, Missouri 65103**

**September 3, 2019**

**MINUTES**

**Introductions/Meeting Information - Dana Lopez**

**Board Members in attendance:** Karen Anderson, Dr. Steven Archer, Kristina Branch, Jennifer Foster, Judge Tom Frawley, Dana Lopez, Chrissy Mayberry, Melanie McDole, Judge Robin Ransom, Nickie Steinhoff, Craig Stevenson & Jennifer Townsend

**CD:** Stacie Frueh, David Kurt, Vickie Stoneberger, Sheila Tannehill and Elizabeth Tattershall, Tasha Toebben

**Guests:** Bob Larimer, Kelly Cain, Lisa Lowrance, Julie Murray, Jesse Petri, Kelly Schultz, Tobey Wilkerson

**Board Business**

Nickie Steinhoff made a motion to nominate Dana Lopez to chair the board, Karen Anderson second the motion. Dana Lopez made a motion to nominate Jennifer Foster as board co-chair, Chrissy Mayberry second the motion. Craig Stevenson has agreed to sit on the Missouri Juvenile Justice Committee (to replace Michelle Martin Bonner).

Kelly Schultz will be stepping off the board, Kristina Branch will replace Kelly representing the Office of Child Advocate. Craig Stevenson will report on future legislation.

Board Vacancies: Southwest region; Bob Larimore has submitted paperwork to boards and commissions. Vacancies still in the Southeast and St. Louis County regions.

Katie Brown's term has expired, which leaves a vacancy in the Northeast region.

Dana has started a binder to collect and store all BOD documents (bylaws, rooster, BOD members, etc.).

**June Minutes Approval**

June 4, 2019 meeting minutes approved; Jennifer Foster motion to approve, Craig Stevenson second.

Elizabeth reminded the group that all meeting minutes are available on the Children's Divisions website.

Link: <https://dss.mo.gov/cd/foster-care/foster-care-adoption-board/index.htm>

**Updates from the Director's Desk - David Kurt**

Safety Task Force – (about to conclude) looking at training (staff training) how is it going across the state? Goal is to make training more uniform throughout the state; training available more in some areas than others.

Multi-disciplinary teams – looking at ways to “beef them up”. Teams around the state that are working really well together others are not.

CD Practice Model – Signs of Safety; MO is the only state that only uses SOS. Structured Decision Making – another tool to evaluate risk based on number system; higher the number, higher the potential safety risk. SOS is more of an engagement strategy. Many areas of the country use both models; the task force will look at using both strategies.

MO – has a lot of children in care; CD wants to make sure we have the right kids in care. Balance the child's trauma (or potential trauma of removal) with a child's safety. Need to get children to exit quicker.

Nationally, MO ranked high in terms of maintaining safety.

Staff turnover – have been conducting “hiring blitzes”; KC in June, STL in August and again next week.

STL 47 interviews scheduled, 30 showed up, offered 16 positions, 15 showed up for first day of work (today). STL City is fully staffed.

OA personnel advisory board – deciding if other degrees (i.e., biology degree) w/ years of experience appropriate. Getting more flexible; must have four year degree.

Staying power (method of hiring); candidates watch a video prior to interview; given a mock case, police report, etc. to see how candidate is assessing the situation and actually writing an assessment.

## **Memorandum Updates - Elizabeth Tattershall**

The following memos were discussed:

**CD19-53:** Youth Bank Accounts

**CD19-52:** FY20 Rate Increases

**CD19-49:** Leading Hearts and Leading Hearts-Transitions Program for Older Youth

**CD19-48:** Revisions to Resource Home Capacity Exception Approval Tracking Form, CD-157

**CD19-47:** Informed Consent for Psychotropic Medication (Form CD-275)

**CD19-46:** Changes to Residential Online Invoicing, Service Authorizations and Placement Screens

**CD19-45:** 2019 Linking Hearts Community Adoption Event

- Deadline to register is today

**CD19-44:** Center for Excellence in Child Well-Being

- CD staff can request consultation; Stacie Frueh will present additional information this afternoon

**CD19-43:** Great Circle – St. Louis Campus

**CD19-42:** Enhancements to the Social Services Clearing Menu (SCLR)

**CD19-41:** Families First Prevention Services Act National Model Foster Family Home Licensing Standards

- Elizabeth will spend time this afternoon covering these licensing standards.
- Licensing regulations have been submitted, not yet promulgated
- Relative waiver form, Q&A
- CW-215 – medical form including mental health of all household members

**CD19-40:** Resource Home Administrative Hold

- Instructions to staff on how to process administrative hold in FACES system. Administrative hold means no children may be placed in the home. If administrative hold for adverse reason and the license is close to renewal time, license cannot be renewed.

BOD members requested to view memos prior to the scheduled meeting times. It was clarified that BOD members can review and comment on policy/practice as related to resource families/homes. Elizabeth will add board members to CD memo calls; memo calls typically occur on Friday mornings at 9:00 am. Sheila will communicate to other unit managers who write policy related to resource homes, foster care and adoption.

## **Home Visiting Contract - Tasha Toebben**

Home visiting program – specific curriculum followed. Focus on child abuse/neglect prevention. Voluntary services, service cannot be court ordered (can order a referral be made), not available in all areas of the state; currently in 36 counties. 70% of families served per contract have to be referred by CD.

Competitive contract that is out; parenting services for families with children prenatal to 3<sup>rd</sup> birthday; models include: Healthy Families America, Nurse Family Partnership, Capable Kids and Family.

Model determines frequency of visits. Program consists of many screenings, linking to community resources, mental health, substance abuse, budgeting. Journaling and homework involved.

Parent Aide – time limited; 4-8 visits/month, cannot do prenatal, no age requirements. Current CTS contract doesn't require evidence based parent aide practice. More of a set concern they are addressing.

**\*\*\*WORKING LUNCH\*\*\***

## **Model Foster Home Licensing Standards - Elizabeth Tattershall**

Takes effect at date memo was published. Families will need to be in compliance by time of re-licensure.

Swimming Pools: appropriate barriers for swimming pools – the fence needs to be around the swimming pool with a safety mechanism, such as a bolted lock entry.

Are door alarms considered a safety measure? No, not a bolt lock.

Elizabeth will email the listserv to see how other states are interpreting.

Maintenance of first aid supplies (up to date first aid kit)

Smoking – new resource parent acknowledgement form; MO requested exemptions for relative providers, exemption denied.

Capacity – maximum of 6 total children (resource parent's own children until the age of 18); unless exceptions to exceed capacity limits are considered on a case by case basis using the form, CD-157. Homes that provide foster care service to children with elevated needs have the maximum capacity of 4 children living in the home, including the resource parent's own children. Only two of the children may be the status of elevated needs.

Pre-service training – must be certified in CPR/First Aid and medication management prior to licensure. Please let Elizabeth know if you have families that are facing barriers to completing this requirement; there are at least 50 contractors in Missouri. CD does not reimburse resource parents if they pay out of pocket. This list is updated regularly to add new contractors; Elizabeth will send the current list to Dana to share with the board.

Must have one working toilet.

Sleeping arrangements – (unclear) appears if bio kids sleep on a mattress on the floor, children placed with them could.

Hot water heaters operating book – temperature set in accordance with manufactured recommendation.

Weapons/ammunition – must be stored in a separate stored space. Current lawsuit regarding weapons (storing ammunition separately from weapon).

Sleeping space: individual sleeping space for all foster youth.

Immunizations/vaccines: all children who are household members must be up to date on immunizations recommended by the American Academy of Pediatrics. All household members who will care for infants must be up to date on whooping cough immunizations. All household members taking care of an infant or child with special medical needs will require an influenza vaccine.

### **Settlement Training Requirements - Stacie Frueh**

Stacie Frueh, Health Specialist Coordinator for MO; Stacie is the contact for issues with providers.

[Stacie.a.frueh@dss.mo.gov](mailto:Stacie.a.frueh@dss.mo.gov)

314-416-2102

You can find a copy of the psychotropic medication settlement at this link:

<https://dss.mo.gov/notice-of-proposed-class-action-settlement.htm>

Notices (approximately 30,000) were sent to all resource providers, birth parents, community partners and other stakeholders.

Resource Parent Training – All licensed RP effective of the settlement date, 2 hours of pre-placement training. RP already licensed, have 6 months after settlement date.

1 hour of annual in-service training on psychotropic medications training (will be different than pre-service). All will be available in web-ex. Trainings are required to have assessment piece and participants have to have the ability to ask questions. Discussion ensued regarding if the one hour in-service isn't completed, will that delay licensure?

Memo call this Friday, Psychotropic Medication 2 hour training; Stacie will forward the info to Dana to share with the board.

Center for Excellence – second level reviews, case consultation. Once a referral is made to the Center, the Center will request medical records as well as prescriber notes. Referrals are steadily increasing (57 referrals last month).

Every circuit has a Health Information Specialist (12 total in the state). Referrals to the Center are cc'd to the assigned specialist. Each specialist is assigned to be a gate keeper for different pieces of the settlement.

Informed Consent – FAQ's developed for clarification; handout shared with members. Discussion ensued as certain areas require a judge's signature for informed consent for emergency procedures (i.e., anesthesia).

CD 264 & 265 – Initial placement; child must have a CD 264 that comes with them. CD 265's need to be completed monthly by resource provider. CW 103, request birth parents to complete. These forms should follow the child to each placement.

CD 275 – Informed consent tool; child's diagnosis, previous medications, what has worked/not worked previously, side effects, non-routine medical treatment

### **Guardianship as a Permanency Option - Vickie Stoneberger**

CD16-78 – Adoption and Guardianship Comparisons

Each case needs to be looked at individually; not about how quick one can happen.

CD receives calls i.e. – Child adopted at age 16, wants to return to birth family at age 18; guardianship of a child for several years, parents have gotten their life together and want children placed with them; is this in the child's best interest?

Adoption subsidy can transfer to another adoption, however, it cannot pay for TPR; legal fees for the adoption can be covered.

Guardianship to guardianship – new guardians need to be named as the successor in the current subsidy and successor through death or incapacitation.

Adoption subsidy does not transfer if going to guardianship (from adoption).

If there are specific situations, please contact Vickie directly to discuss.

### **Families First Update – Sheila Tannehill**

Missouri will delay at least one year, until October 2020 to go "live"; have verbally notified federal partners, will submit formal request next week.

Children in congregate care (residential facilities)

Have to meet the requirements of QRTP; must be nationally accredited; access to 24/7 nursing, trauma informed, providing services upon exit from residential care.

In MO – a little over ½ are accredited; accreditation takes a while and is expensive.

Facilities with over 16 youth MO cannot bill Medicaid (institution for mental disease), Hawthorne is the only one recognized in MO. Fiscal impact to MO would be significant, cannot take risk. Moving forward, working with residential agencies to assess where they are.

Have to have independent assessor to recommend residential treatment before MO can draw down federal funds.

Currently 7% of children are placed in residential care.

Kinship navigator – University of MO

### **Open Forum - Members/Guests**

Jennifer Foster – In-service training for resource parents; barrier when childcare isn't offered for the in-person training sessions. Elizabeth shared that many changes are coming down regarding in-service training and there will always be some component of instructor led, in-person training for the social connectedness. Foster & Adoptive Care Coalition provides childcare during in-service training, Foster Adopt Connect provides childcare during monthly "Connect" classes.

Child care providers – utilization of tablets; increase in payment (market rate per region). New increases bring all providers to 58% of 75<sup>th</sup> percentile. There is a map on CD website where rates can be found by region. Legislation passed in-home providers can have a maximum number of 6, no more than 3 under age 2; all children total (related/non-related) effective August 28, 2019.

Jennifer Townsend – roll over hours for in-service training; this topic has been previously discussed with this group. Will add to the December meeting agenda.

Medical Passport – CD will ask Lori Maesk and report out next meeting.

Chris Stevenson – forms for re-licensure, hand written, scanned and emailed. All forms are on-line, e-forms. Can fill out the forms via computer, print and sign.

Representative Ann Wagner nominated the Foster & Adoptive Care Coalition for the 2019 Congressional Coalition on Adoption Institute (CCAI) for the Angels in Adoption Award.

Dana – reimbursed for mileage for summer school; follow the TRED flow chart.

Meeting adjourned at 3:06 pm by Dana Lopez.

**Next meeting date:** December 3, 2019, Governor's Office Building, room 315

### **2020 Meeting Dates**

March 3, 2020

June 2, 2020

September 1, 2020

December 1, 2020

### **Location**

Governor's Office Building, #315

200 Madison Street

Jefferson City, MO 65103