

Section 6 Overview

This section is developed to guide Children's Service Workers in decision making, the provision and documentation of services to children and their families, development of community resources, and their subsequent assessment and utilization. These resources are designed to enhance and augment services to children and their families in need of preventive, protective, and out-of-home care services.

Procedures contained in this chapter incorporate assessment standards (largely based on licensing rules) which reflect the concern of the agency for those children who must live apart from their families during some part of their minority. The purpose of these standards is to protect those children from abuse, neglect, injury, and exploitation, and to assist in treatment and improved social functioning.

It is recognized that such direction cannot be all inclusive; therefore, staff will still need to exercise judgment in individual case situations. In those situations in which staff do not follow the procedures, they will be expected to document the justification for their actions in the individual case record.

With each procedure, and each step within a procedure, it may be necessary for the worker to secure supervisory assistance in order to make a decision. The procedures do not contain a reference to worker-supervisor conferences, but this joint decision-making activity is understood to be an integral part of service delivery to community resource providers.

Chapter 9 Overview

This chapter will describe the procedures for requesting an out of county home assessment study of an adoptive family, foster family, kinship or natural parent residing in another county.

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Attachment A: Guidelines For Limitations In Providing Family Assessments

Guidelines For Limitations In Providing Family Assessments:

1. Family assessment services are to be provided, upon receipt of a written request, in the following instances, although efforts should be made to direct these requests to private agencies.
 - a. In behalf of a child classified as homeless, dependent and neglected and in the custody of a public agency in another state when that agency is contemplating the use of an out-of-home care resource in Missouri such as adoptive care, foster family care, relative care, or kinship family care; or that agency is considering placing the child with a birth parent residing in Missouri.
 - b. In behalf of a child under the jurisdiction of a court in Missouri when the court has ordered such an assessment.
 - c. In behalf of a child under the jurisdiction of an Indian Tribal Court.
2. Family assessments will **not** be provided in the following instances:
 - a. Requests made by private individuals, attorneys, physicians or ministers;
 - b. Requests received from courts in other states for divorce/custody purposes;
 - c. Requests made by courts in other states in behalf of a child who has violated a law or is classified as a status offender (i.e., runaway, habitual school absence or habitual disobedience of parents); and
 - d. Requests related to importing a child from a foreign country for the purpose of adoption.

Chapter Memoranda History: (prior to 01-31-07)

Memoranda History:

Attachment B: Suggested Outline For Child's Summary

Suggested Outline For Child's Summary:

1. **Identifying Data:** Name, birth date, race, sex, religion
2. **Child's Personality and History:**
 - a. Appearance: Height, weight, coloring, facial and body characteristics. Be specific about unusual characteristics;
 - b. Current emotional adjustment: Current generalized emotional responses; i.e., crying, or contented, demanding, exploring, passive;
 - c. Child's life experience;
 - Describe child's life experience in his/her natural home, including description of abuse and neglect.
 - Describe child's life experience outside his own home if placed in out-of-home care. Include the age of the child at placement, child's reaction to separation from parents, significant happenings with each out-of-home care placement, reason for changes, child's reaction to change.
 - School progress.
 - d. Child's understanding, if appropriate to age, of reasons for placements;
 - e. Present living situation of the child;
 - f. Inter-relationships with people:
 - Attitudes of others to child: Birth parents, foster or adoptive family, children in the home or institution, Children's Services Workers, playmates outside home, teachers, etc.
 - Attitudes of child to parents and others who have provided care.
 - Relationship with siblings, if applicable.
 - Relationships, if any, with intended family in receiving county.
3. **Development History:**

- a. Prenatal, including mother's physical and emotional health during pregnancy;
- b. Mother's medical care during pregnancy; serology results and treatment, if administered;
- c. Father's health history;
- d. Details of delivery and neonatal history;
- e. Health history, including current medical information;
- f. Illnesses and hospitalizations; diagnosis and treatment; age at onset, duration, prognosis;
- g. Growth and development;
- h. Professional observations of development. (Include results of psychological test, if done and school reports.)

4. Natural Family:

- a. Composition of family;
- b. Mother: Age at delivery, physical appearance, religion, physical and mental health, (discuss in detail if significant for child's placement and future adjustment) general personality, including interests and talents; observation of adequacy of mother's functioning with reasons for this; school and employment history;
- c. Father: (Same as mother);
- d. Siblings of child, if any, and extended family (Significant information affecting the child's placement and future adjustment.);
- e. Child's legal status;
- f. Court of jurisdiction and date court assumed jurisdiction;
- g. Date(s) of termination of parental rights and/or legal/putative parents consented to adoption; and
- h. Present permanency plan including date of last administrative review and recommendation.

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5. **Evaluation** of child's present needs and type of home desired for the child.
Reason for desired placement in another county.

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9.1 Out-Of-County Home Assessment:

1. The Children's Service Worker, in originating county, shall decide when an out county home assessment is needed for adoptive family, foster family, relative, kinship, or birth parent residing in another county. See Attachment A, Guidelines for Limitations in Providing Family Assessments.
2. Submit form CD-174, Out of County Home Assessment Request to the Circuit Manager or designee for review, approval and forwarding to the receiving county, include the following material:
 - a. Child Social Summary and available evaluations of child involved [Suggested Outline For Child's Summary – Out of County Home Assessment - Section 6 Chapter 9 CWM , Resource Development](#);
 - b. Family Assessment – CD14;
 - c. Initial Child Abuse/Neglect Background Information on adults in the potential resource home;
 - d. Applicable court orders;
 - e. Preliminary Criminal Background Screening;
 - f. Summary of case history;
 - g. current written service agreement, if applicable;
 - h. Any specifically requested information to be included in study; and
 - i. Sending worker's email address and direct phone number.
3. Submit request to receiving County. The Children's Service Worker in originating county is required to do a follow up contact with the receiving county to verify receipt of request and answer any additional concerns or questions.
4. The Children's Service Worker, in receiving county, shall begin by setting up a case record.
 - a. The record shall be a family resource case for resource provider assessments. (adoptive, foster family, relative or kinship). The Vendor Application Screen in FACES will be entered; and
 - b. The record shall be a protective service case for a child's parent and a Family- Centered Services case will be opened in FACES.

5. The receiving county Children's Service Worker shall contact the family and explain the purpose of the study.
6. Return form CD-174 if the family refuses to cooperate with the request or if the family is already approved/licensed. The CD-174 and all supporting documentation are submitted to the originating county.
- 7) Arrange for interviews and other contacts to complete family assessment. Follow procedures for foster/kinship assessment, adoptive assessment, or for case assessment for protective service clients if a parent case. Compile pertinent and required information in written report and submit form CD-174 and study to originating county with recommendations.

The completed CD-174 and study should be sent to the originating county within 60 days of receipt of the request, unless otherwise specified on the CD-174.

- 8) The Children's Service Worker in originating county shall receive and review assessment and recommendations and shall decide to place or not place the child. In some situations, the Children's Service Worker from the receiving county may be invited to the Family Support Team Meeting. The Children's Service Worker will notify the receiving county, in writing, of decision to initiate plan for placement or close study record if no placement will be made.

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