

## Notification of TAPA Termination (CD-298) Instructions

### **PURPOSE:**

The Notification of a TAPA Termination (CD-298) is to be used as a tool to notify the Juvenile Officer, as well as all parties involved in the TAPA, that a TAPA will be terminated. The CD-298 will not only notify all parties of the termination of a TAPA, but will also provide a thorough progress report as it relates to the plan.

### **INSTRUCTIONS FOR COMPLETION:**

A TAPA is only valid for no more than ninety (90) days. Pursuant to Section 210.123 RSMo, no later than ten (10) days before the termination of the TAPA, the Children's Division shall submit a written report to the juvenile officer. This is accomplished by completing the CD-298. The child may return home prior to submitting the CD-298; however, staff must send the CD-298 as soon as possible and no later than ten (10) days prior to the original date of TAPA expiration.

**Note:** If the goals of the TAPA cannot be accomplished within ninety (90) days and the child cannot yet be safely returned home a referral to the juvenile officer must be made prior to the end date of the TAPA by submitting a Referral to the Juvenile Officer (CD-235). Extensions of the TAPA beyond the first ninety (90) days should generally not be needed for another full ninety (90) days and should not be made more than once. If there is good cause to extend the TAPA beyond the first ninety (90) days, a TDM must be held prior to the ninety (90) day expiration and the TDM should discuss and document the reasons for an extension and for how long the extension will be needed. Staff must obtain approval from the Regional Director, or their designee, for any extensions beyond 180 days.

Copies of the completed CD-298 will be provided to the parent/legal guardian and the relative, in addition to the juvenile officer. Staff must upload the completed CD-298 onto OnBase.

### ***Describe steps taken to rectify all of the safety concerns including any service provisions that lead to the implementation of this TAPA:***

In this section, staff will include all actions steps that the family completed throughout the TAPA to rectify identified safety concerns in the original TAPA. It is important to be individually and behaviorally specific when identifying the completed actions and to describe how the completion of such activities resolved the threat(s) of safety for each child. Staff should also include an explanation as to how the completion of the identified action steps will continue to ensure the safety and well-being for each child on an ongoing basis. Such actions could include, for example, a family securing permanent and appropriate housing or refraining from substance use. This section should not be service oriented but rather identify things the family has done to resolve the threat(s) to safety and all needed behavioral changes as a result. Staff shall identify how completion of identified activities have been verified, through personal observance and/or contacts with the family support network, and note observations of identified behavioral changes. Dates of completion and verification of completed activities/behavioral changes will be included in this section as well.

### ***Identify all of the safety-related services provided to the family to assist with the behavioral changes needed to resolve the threats of safety to the child(ren):***

In this section of the CD-298, staff will be service oriented and identify all the safety-related services provided to the family to assist with the observed behavioral changes noted above. Services and

resources will include those offered directly by the Children's Division, as well as those offered by outside sources. Staff shall include dates of completed services and/or the status of ongoing services. Verification of service completion and/or progress of ongoing services will be included in this section as well. It will be important to identify how the completion of all identified safety-related services directly relates to the identified threat(s) of safety to each child and how needed behavioral changes came as a result.

***The Children's Division, in submitting this notification to the Juvenile Office, recommends the following actions:***

Based on all the information contained in the CD-298 thus far, Children's Division will complete the form by checking one of the following options:

- No further action requested from the juvenile officer; or
- A petition to be filed as reasonable cause exists to believe the child(ren) are without proper care, support and intervention is required to prevent personal harm to the child(ren). Juvenile Office Referral (CD-235) attached.