

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 21, 2007

What's Inside:

Clarification of Pre-Service/In-Service training for placement providers

M E M O R A N D U M

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: CLARIFICATION OF PRE-SERVICE AND IN-SERVICE TRAINING FOR PLACEMENT PROVIDERS

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

This memorandum will clarify the definition of pre-service and in-service training for placement providers, as well as training provided by staff, contracted providers, or other agencies.

The new Foster Home Licensing Rules went into effect on January 30, 2007. Information on all of the changes to the Foster Home Licensing Rules was provided in memorandum **CD07-36**. One addition to the rules is the requirement for in-service training hours. The rules now in effect require each foster parent to complete a prescribed number of training hours as approved by the Children's Division (CD). The current requirement is 15 hours per year or 30 hours per licensing period (except Career foster parents who are required to complete 16 hours per year or 32 hours per licensing period.)

The newly revised Foster Parent Bill of Rights and Responsibilities (RSMo 210.566) states "the Children's Division and its contractors shall provide foster parents with regularly scheduled opportunities for pre-service training and pertinent in-service training, as determined by the Missouri State Foster Care and Adoption Advisory Board." Section 1 Chapter 3 of the Child Welfare Manual states that placement resources have the right to have and participate in pre-service training and continuing education for their role as placement providers.

PRE-SERVICE TRAINING

Foster Home Licensing Rules require that each adult with parenting responsibilities successfully complete a competency-based training approved by the licensing agency prior to licensure. The required pre-service training curriculum for CD is **STARS** (Specialized Training, Assessment, Resources, Support and Skills). This requirement

also applies to relative and kinship caregivers. The pre-service training currently provided to relative and kinship caregivers is **STARS for the Caregiver Who Knows the Child**. The caregiver training can be provided as either a self-study or in a group setting.

Foster and kinship providers desiring to adopt must attend an additional training prior to being approved as an adoptive resource. This training is known as **STARS, Making the Commitment to Adoption** (also known as Spaulding) pre-service training. Relatives considering adoption are encouraged to complete the Spaulding training, but it is not required.

STARS and Spaulding are co-taught by a professional staff member of the agency or contracted provider and an experienced and contracted teaching foster parent.

The **STARS** curriculum is not specifically named in the new licensing rules so that CD may consider training from other states as a way to meet the requirement. This will allow CD to consider licensure of foster parents who move to Missouri from other states if their prior training meets the competency based requirement. The code to be utilized when entering the Pre-Service training of these foster homes is V099 "Other Approved Pre-Service Training". Further information on the acceptance of non-STARS pre-service training will be forthcoming.

IN-SERVICE TRAINING

In-service training is a requirement for continued foster parent licensure and must be completed at the time of re-licensure. Foster care, relative and kinship providers are required to receive and participate in in-service training every licensure period. Relative and kinship care providers may choose not to attend in-service training but should be encouraged to do so. If these providers do not obtain the required in-service hours, they are not eligible to receive the \$100 Professional Parenting payment. The process for working with foster homes who do not meet the requirement for in-service hours can be located in the Child Welfare Manual, Section 6 Chapter 3 Attachment D.

In-service training can be obtained from the following sources:

- STARS In-Service training modules are available and completion of a specific module should be based on the identified need in the Professional Family Development Plan. The modules are now available on DVD also. Staff may access the DVDs through supervisory channels;
- Local training resources which are developed within their own community;
- Other approved in-service training (must have prior approval by the Regional office if the placement provider is requesting the CD cover the cost or if they are requesting the hours be counted toward meeting training requirements). Other approved in-service training should be flexible and competency based. Competency takes into account the person's knowledge, skill, willingness, and ability to practice and perform the desired parenting to meet the needs of the children in our care. Flexibility can be allowed for training to occur in various formats such as, but not limited to, small or large group sessions, individual study, readings, coaching, web trainings, conferences, college courses, etc. Staff should consult with their Regional office to determine hours of "other approved in-service training" and if the training addresses the competencies required in agency policy.

CHILD WELFARE MANUAL

Section 6 Chapter 2 Resource Provider Training – STARS has been updated. The information contained in 6.2 Attachment A: STARS Training Objectives, 6.2 Attachment B: Pre-Service and In-Service Training, STARS Competencies; 6.2 Attachment C: Foster Parent Training; and 6.2 Attachment D: Guidelines for Award of Credit for Non-Agency Training are now subsections incorporated into Section 6 Chapter 2.

The terminology of Non-Agency Training previously used in the Child Welfare manual is now referred to as “Other Approved In-Service Training”.

SS-60 B FORM, CODE SHEET, AND INSTRUCTIONS

The SS-60B has been updated and is now available online.

The SS-60B code sheet previously had terminology regarding “outside training” on codes V199, V299, V399, V499, V799, V899, and V999. The terminology for these codes has now been updated to “Other Approved In-Service Training”. The code **V099** is being added for “Other Approved Pre-Service Training”. All training is either pre-service or in-service. Staff should begin using the new code sheet immediately.

The SS-60B Instructions and form have also been updated.

NECESSARY ACTION:

1. Review this memorandum with all Children’s Division staff.
2. Review this memorandum with all licensed foster, relative and kinship care providers.
3. Review revised Child Welfare Manual chapters as indicated below.
4. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT:

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CHILD WELFARE MANUAL REVISIONS:

Section 6 Chapter 2 [Index](#)
Section 6 Chapter 2.1 [Mandate And Rationale](#)
Section 6 Chapter 2.2 [Working With Prospective Foster/ Adoptive Parents](#)
Section 6 Chapter 2.3 [STARS Training Objectives](#)
Section 6 Chapter 2.4 [Pre-Service Training And STARS Competencies](#)
Section 6 Chapter 2.5 [In-Service Training](#)
Section 6 Chapter 2.6 [Other Approved Training](#)

Attachments A – D of Section 6 Chapter 2 have been deleted. The information has been incorporated into the above subsections.

FORMS AND INSTRUCTIONS:

SS-60B Code Sheet, Form and Instructions

REFERENCE DOCUMENTS and RESOURCES:

Memorandum [CD07-36](#)

CWM Section 6 Chapter 3 Attachment D: [Guide for Conducting Renewal Assessment](#)

RELATED STATUTE:

[RSMo 210.566](#)

ADMINISTRATIVE RULE:

[13 CSR 35-60.030](#)

COUNCIL ON ACCREDITATION (COA) STANDARDS:

[S21.9 Caregiver Education](#)

PROGRAM IMPROVEMENT PLAN (PIP):

N/A

SACWIS REQUIREMENTS:

N/A