

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

July 3, 2008

MEMORANDUM

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

FROM: BONNIE WASHECK, DEPUTY DIRECTOR

SUBJECT: CHILDREN'S DIVISION FY 09 TRAINING CALENDAR

The [FY 09 Children's Division Training calendar](#) is now available on the Children's Division web site. This schedule contains the regularly offered Children's Division classes. Other in-service courses, to meet COA Standards or regionally specific needs, will be offered and announced as developed. The Department of Human Resource Training Center also provides training to division staff. Please refer to the HRC intranet website or the Employee Learning Center (ELC) for additional information on these courses.

[Training Requirements](#)—A list of training requirements for frontline staff and supervisors is now posted on the CD intranet and is meant to serve as a quick reference. Employees may also find assigned curriculum by clicking on their Training Plan located in the Employee Learning Center (ELC).

As a reminder, **the required Core In-service Training Modules**, for frontline staff and supervisors, are scheduled on a regular basis in each of the four training regions. Each module has been designed for frontline staff following completion of CWPT Basic Orientation and an initial **6-12 months** of on-the-job experience in their assigned program area. Each module has a separate training session for the SSS I, who is providing supervision to the above staff.

The classes are as follows:

**Investigation/Assessment Core In-service**  
**Family Centered Services for Intact Families Core In-service**  
**Family Centered Out-of-Home Care Core In-service**

New to the regular schedule this year is:

- **Older Youth Program Training.** This training is required for all FCOOHC case managers who should attend following completion of CWPT and prior to the FCOOHC In-service module.

- **Critical Thinking Skills Training.** This 12 hour class is required for all frontline supervisors who have completed BOSS Training and Clinical Supervision Training.

*If you have questions about the training courses, please contact Jeff Adams, Training Coordinator at 314-416-2781 or [Jeff.L.Adams@dss.mo.gov](mailto:Jeff.L.Adams@dss.mo.gov)*

**BW/JA**