

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

July 18, 2008

What's Inside:
Resource Parent
Other Approved In-
Service Training
policy revision

MEMORANDUM

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: RESOURCE PARENT OTHER APPROVED IN-SERVICE
TRAINING POLICY REVISION

DISCUSSION:

The purpose of this memo is to introduce policy revision regarding **Other Approved In-Service Training** credit as well as form CD-114, Resource Family In-Service Training Request.

In-Service Training credit may be granted for other approved in-service training if the following guidelines are met:

- The resource provider must submit the completed CD-114, Resource Family In-Service Training Request form, to the licensing worker **prior** to participating in the in-service training.
- After review of the request, the worker must submit the form to the Regional Director or Designee for approval.
- The worker will notify the resource provider that the training is approved or denied.
- If approved, the resource provider will attend the training and obtain documentation to present to the licensing worker (i.e. brochure, sign-in sheet, syllabus, training hand outs, etc.).
- Training credit hours will be entered locally as Other Approved In-Service Training using the appropriate "99" code for the general topic of the course.
- If the training is going to become a statewide accepted training, the Regional Director will submit the requested training to the Professional Development and Training Unit to assign a code number.

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. The training should have learning objectives outlined

to take into account the participant's knowledge, skill, willingness and ability to practice and perform the desired parenting to meet the needs of the children in care, or to increase knowledge of local resources that may assist in addressing the needs of the children in care.

Credit may be granted for "educational/informational meetings", such as Foster Parent Advisory Board Meetings, if the content is related to foster care and approved by the Regional Office. A maximum of 2 hours training credit will be allowed. An attendance sign-in sheet will be completed by participants and attached to a copy of the CD-114.

If the Regional Office already has a request form in use it may be used instead of the CD-114 as long as it contains all of the following information:

- Name and Vendor Number of the resource provider
- Date training/occurred
- Training/Book/Tape Title
- Instructor/Author
- Competency(ies) addressed (Protecting and Nurturing, Meeting Developmental Needs and Addressing Developmental Delays, Supporting Relationships Between Children and Their Own Families, Connecting Children to Safe, Nurturing Relationships Intended to Last a Lifetime, Working as a Member of a Professional Team)
- Hours of credit requested
- Signature of Regional Director approval

Resource parents should be encouraged to participate in group trainings. There is a unique benefit to attending training with other resource providers as it enhances the mutual support network. One of the desired outcomes of agency arranged training is to create the mutual support which is as important as the content of the training.

NECESSARY ACTION:	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children's Division staff. 2. Review revised Child Welfare Manual chapters as indicated below. 3. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT: Elizabeth Tattershall 573-522-1191 Elizabeth.Tattershall@dss.mo.gov	PROGRAM MANAGER: Melody Yancey 573-751-3171 Melody.Yancey@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS: Section 6 Chapter 2 subsection 6 – Other Approved In-Service Training	
<u>FORMS AND INSTRUCTIONS:</u> CD-114 Resource Family In-Service Training Request	

REFERENCE DOCUMENTS and RESOURCES:

[CD07-48](#) Clarification of Pre-Service and In-Service Training for Placement Providers

RELATED STATUTE:

13 CSR 35-60.030 [Minimum Qualifications of Foster Parents\(s\)](#) (5) Foster Parent Training (B) In-Service Training