

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

July 8, 2009

M E M O R A N D U M

TO: ALL CHILDREN'S DIVISION STAFF

FROM: MELODY YANCEY, DEPUTY DIRECTOR

SUBJECT: CHILDREN'S DIVISION FY 10 TRAINING CALENDAR

**The FY 10 Children's Division Training Calendar**

<http://dssweb/cs/training/fy08/index.htm> 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 posted on the CD intranet, <http://dssweb/cs/training/fy08/reqtrain09.pdf>, and is meant to serve as a quick reference. This includes required training provided by the Children's Division and the Department Human Resource Center. Employees may also find assigned curriculum by clicking on their Training Plan located in the Employee Learning Center (ELC).

**The required In-service Training** for frontline staff is scheduled on a regular basis in each of the four training regions. Each training 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. The Investigation/Assessment Core In-service and Family Centered Services for Intact Families Core In-service also have a supervisory session to be completed by first line supervisors who oversee employees in these specific program areas.

The classes are as follows:

**Legal Aspects for Investigations:** This course will now be offered on a regular basis for front line investigative staff in each training region during the next fiscal year.

**Legal Aspects for Family Centered/Adoption Cases:** This new training is currently being implemented and is specifically for supervisors and managers during the FY 2010 roll out. Following the completion of the training for supervisors and managers, it will become a regularly offered course for frontline staff.

## **Investigation/Assessment Core In-service**

### **Family Centered Services for Intact Families Core In-service**

**Family Centered Out of Home Care Core In-service:** This training is currently being revised and is not offered at this time. Please check the ELC for sessions to be scheduled in the future.

### **Older Youth Program Training**

**COA Adoption Training:** At this time this training will continue to be provided by FCS Consultants within the regions to meet the required 10 hours of annual training for adoption staff.

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

*For additional information please refer to the Professional Development and Training Intranet site at <http://dssweb/cs/training/index.htm> or the Employee Learning Center. If you have questions, please contact Jeff Adams, Training Coordinator at 314-416-2781 or [Jeff.L.Adams@dss.mo.gov](mailto:Jeff.L.Adams@dss.mo.gov)*

**MY/JA**