

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

April 13, 2014

## M E M O R A N D U M

<b>What's Inside:</b> In-service Training Certificate
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TO: REGIONAL EXECUTIVE, CIRCUIT MANAGERS, PROGRAM MANAGERS AND SUPERVISORS

FROM: TIM Decker, DIRECTOR

SUBJECT: IN-SERVICE TRAINING CERTIFICATE

## DISCUSSION:

In response to staff suggestion to provide a standard form to document completed in-service training, a generic In-Service Training certificate is now available on Children's Division E-forms.

This certificate may be used to document in-service training completion. Examples of such are the required Psychotropic Medications - V254, Trauma Care - V815 as prescribed in [policy 6.2.5](#) and the required [Missouri Respite Care Training; An Introduction to Foster Care](#).

**NECESSARY ACTION**

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](mailto:Elizabeth.Tattershall@dss.mo.gov)

**PROGRAM MANAGER**

Amy Martin  
 573-751-3171  
[Amy.L.Martin@dss.mo.gov](mailto:Amy.L.Martin@dss.mo.gov)

**CHILD WELFARE MANUAL REVISIONS**

N/A

**FORMS AND INSTRUCTIONS**

[In-Service Training Certificate, CD-99](#)

<b>REFERENCE DOCUMENTS AND RESOURCES</b> N/A
<b>RELATED STATUTE</b> N/A
<b>ADMINISTRATIVE RULE</b> N/A
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> N/A
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> N/A
<b>PROTECTIVE FACTORS</b> N/A Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children
<b>FACES REQUIREMENTS</b> N/A