

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

MARCH 21, 2018

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF
FROM: TIM DECKER, DIRECTOR
SUBJECT: PSYCHOTROPIC MEDICATION USE AND MONITORING
WEBINAR SERIES – TRAINING REQUIREMENT

DISCUSSION:

This memorandum introduces a training requirement for frontline practitioners, field supervisors - including Children's Service Supervisors, Children's Service Specialists, Program Managers, Circuit Managers, and all other non-clerical administrative, program, and support staff - to view the three-part webinar series on psychotropic medication use and monitoring presented by board-certified child and adolescent psychiatrist, Dr. Laine Young-Walker, (Missouri University Health Center and Chief Medical Officer for Children, Missouri Department of Mental Health) June – November 2017.

NOTE: Although the training requirement applies to the aforementioned staff, any staff with an interest or a need to learn more is encouraged to view the webinars.

The webinars were developed specifically for Children's Division and contracted staff to increase staff knowledge and understanding of the appropriate use and oversight of psychotropic medications. Each webinar highlights:

- common classes of psychotropic medications,
- specific medications often prescribed within those classes,
- common side effects,
- monitoring requirements,
- non-medication treatment alternatives,
- how to engage with the physician/prescriber, and
- informed consent – information that should be obtained, or questions that should be asked of prescribers, before consenting to treatment.

All three webinar trainings must be completed within 90 days of the date of this memorandum. Webinar #1 must be completed within 30 days of the date of the memorandum, Webinar #2 within 60 days, and Webinar #3 within 90 days.

* New employees must complete this training requirement within six (6) months of hire.

Children's Division Staff Access

Children's Division staff can access the webinars through the Electronic Learning Center (ELC) My Training Plan. Staff who have not completed all three trainings by Day 60 will receive a reminder from the ELC to complete the remaining training(s) by the 90th day. Staff's ELC training record must include all three webinars. The training course titles and course codes are provided below.

Webinar #1: Anti-Depressant and Anti-Anxiety Medication Use in Children
CD000498 (presented 6/8/17)

Webinar #2: Anti-Psychotic & Mood Stabilizer Medication Use in Children
CD000499 (presented 9/28/17)

Webinar #3: Treatment of ADHD in Children and Adolescents
CD000500 (presented 11/13/17)

Contracted Staff Access and Recording Requirements

Contracted staff can access the webinars via the Children's Division Intranet, [Professional Development tab, Self-Instructional Training](#), as well as the [Programs tab, FCOOHC link](#). The webinars are also posted on the Children's Division internet website under [Resources for Professionals/Stakeholders](#), and under [Foster Care → I am a Foster Parent → Additional Resources](#).

Contracted staff must sign an acknowledgment form signifying completion of each webinar training. Acknowledgement forms shall be maintained in the staff's personnel record. Additionally, contracted agencies shall maintain a running record of all agency staff's completion of each webinar, including the dates of completion, to be produced to Children's Division upon request.

Resource Providers

Staff should share these informational webinars with resource providers to inform them of psychotropic medication usage and monitoring, informed consent, and non-medication treatments. Resource providers can access the webinars via the Children's Division internet website under [Resources for Professionals/Stakeholders](#), and under [Foster Care → I am a Foster Parent → Additional Resources](#).

Training Credit for Participants of Live Webinar Presentations

For staff who participated in the live presentation of Webinar #1, WebEx registration was not successful. Your participation was not recorded to be granted training credit. Please enroll in for Webinar #1, CD000498, through the ELC My Training Plan to receive credit for completion.

For staff who participated in the live presentations of Webinars #2 and #3, only staff who registered through WebEx by entering a name and email address are recorded and have been credited in the ELC for completion. Therefore, if there was a group viewing of the webinar, only the individual who logged into the WebEx with his/her name and email address was shown in attendance and has been credited; others need to enroll through the ELC to receive training credit.

Training Credit

This three-part webinar series qualifies for RSMo Chapter 210 in-service and COA Adoption training credit.

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division staff. 2. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT	MANAGER CONTACT
Lori Masek 573-751-4344 Lori.Masek@dss.mo.gov	Ivy Doxley 573-526-1422 Ivy.C.Doxley@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS	
N/A	
FORMS AND INSTRUCTIONS	
N/A	
REFERENCE DOCUMENTS AND RESOURCES	
N/A	
RELATED STATUTE	
N/A	