

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

July 22, 2019

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: DAVID B. KURT, DIRECTOR

SUBJECT: PSYCHOTROPIC MEDICATION MANAGEMENT – TRAINING REQUIREMENT

DISCUSSION:

This memorandum introduces a Psychotropic Medication Management training requirement for all staff – including Children's Service Workers, Children's Service Supervisors, Children's Service Specialists, Program Managers, Circuit Managers, and all other non-clerical administrative, program, and support staff – to be completed through the Employee Learning Center (ELC).

This training explains Children's Division's expectations for the safe and effective use of psychotropic medications by children in CD custody. The purpose is to educate staff and resource providers about psychotropic medications, help them make informed decisions, and monitor children in CD custody who are prescribed these medications. This course has been developed to increase the knowledge and understanding of staff regarding psychotropic medications.

Children's Division Staff Access

Children's Division staff can access the training through the Employee Learning Center (ELC) - Course Code: CD000547

Contracted Staff Access and Recording Requirements

Contracted staff can access the Psychotropic Medication Management training via the Children's Division Intranet, [Professional Development tab, Self-Instructional Training](#),. The training is 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 the Psychotropic Medication Management 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 the specified training, including the dates of completion, to be produced to Children's Division upon request.

Resource Providers Access

Staff should share Psychotropic Medication Management training with resource providers to inform them of psychotropic medication usage and monitoring, informed consent, and non-medication treatments.

Resource providers can access the Psychotropic Medication Management training via the Children's Division internet website under Resources for Professionals/Stakeholders, [Resources for Professionals & Stakeholders](#),

Training Credit

This 2 hour training 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: 	
HEALTH SPECIALIST COORDINATOR Stacie Frueh 573-341-1668 Stacie.A.Frueh@DSS.MO.GOV	DEPUTY DIRECTOR Christy Collins 573-751-9603 Christy.Collins@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE N/A	