

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

October 31, 2019

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF
FROM: DAVID B. KURT, DIRECTOR
SUBJECT: IMMEDIATE TRAINING FOR CD STAFF WHO GIVE INFORMED
CONSENT

DISCUSSION:

The purpose of this memorandum is to familiarize staff with:

Training Updates

By November 20, 2019, CD Staff, *who provide informed consent* for children in CD custody must successfully complete the following trainings:

CD000597 – Psychotropic Medication Management Training (2 hours)

CD000537 – Informed Consent (2 hours)

The successful completion of trainings must be documented in the ELC (or the FCCM's equivalent training system) and the trainings **MUST** be completed before you can authorize informed consent. If you completed the Psychotropic Medication Management Training before October 28, 2019, you must re-take the training using CD000597, as it includes additional policy updates to align with best practices particularly around CD policy.

Weekly reminders will be sent to Supervisors and Staff beginning November 1st to ensure completion of the training. Individuals hired after November 20, 2019 will receive these trainings through Child Welfare Practice Training (CWPT).

NECESSARY ACTION

1. Review this Director's memorandum with all Children's Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

HEALTH SPECIALIST COORDINATOR

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