

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

November 5, 2019

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF
FROM: DAVID B. KURT, DIRECTOR
SUBJECT: POLICY REVISIONS FOR PSYCHOTROPIC MEDICATION
MANAGEMENT-TRAINING REQUIREMENT, MEMO CD19-50

DISCUSSION:

The purpose of this memorandum is to inform staff regarding the policy revisions and training codes regarding required training for resource parents in response to memo, CD19-50. The memo introduced the requirement for resource providers to complete Psychotropic Medication Management and Informed Consent training prior to opening the license.

All resource parent applicants must complete the two (2) hour Psychotropic Medication Management training, (training code **V013**) and Informed Consent training (training code **V150**) prior to license approval. Access to these 2 required pre-service trainings are located on [I Am a foster Parent](#) web page. This requirement is effective upon the publication date of this memo.

Currently licensed resource parents must complete the two (2) courses within six months of publication of this memo.

For license renewal, all resource parents will be required to complete a one (1) hour annual in-service training on Psychotropic Medications. Further information regarding the new in-service training is forth coming. The training code for the required in-service training is **V170**.

Only use the codes provided in this email for the required trainings. Do not use other approved codes, or other codes identified as medication and or psychotropic medication trainings.

To assure each and every resource parent receives a copy and acknowledges receipt of the Informed Consent Information Sheet, the acknowledgment is captured on the revised Resource Parent Acknowledgement and Assurances form, CD-108. Destroy any CD-108 prior to the date of this publication.

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division staff. 2. Review revised Child Welfare Manual chapters as indicated below. 3. Review revised Children’s Division form as indicated below. 4. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT	MANAGER CONTACT
Elizabeth Tattershall 573-522-1191 Elizabeth.Tattershall@dss.mo.gov	Amy Martin 573-526-8040 Amy.L.Martin@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS	
6.2.4 Pre-service Training and competencies 6.2.5 In-Service Training 6.3.1 Resource Provider Family Assessment Process 6.3.1.3 Guide for conducting Resource Provider Family Assessments 6.3.5 conducting Resource Home Renewal 6.3.6 Guide for reopening a Closed Resource Provider 6.3.8 Resource Provider Family Assessment Recording Outline	
FORMS AND INSTRUCTIONS	
Resource parent Acknowledgement and Assurances form, CD-108	
REFERENCE DOCUMENTS AND RESOURCES	
Memo CD19-50 Informed Consent Flyer	
RELATED STATUTE	