

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

September 11, 2020

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: DAVID WOOD, DIRECTOR

SUBJECT: PSYCHOTROPIC MEDICATION ANNUAL IN-SERVICE
TRAINING FOR NON-PHARMACOLOGICAL INTERVENTIONS
– THE FIRST STEPS IN TREATMENT

DISCUSSION:

This memorandum introduces an annual in-service training for Psychotropic Medication Non-Pharmacological Interventions. All Children's Division and contracted staff will be required to complete the training. Children's Division staff – including Associate and Social Services Specialists, Social Services Unit Supervisors, Senior Social Services Specialists, Social Services Area Supervisor, Circuit Managers, and all other non-clerical administrative, program, and support staff will be required to be complete the training through the Employee Learning Center (ELC).

This training explains what non-pharmacological treatments are, when non-pharmacological treatments can and should be used, and reasons behind why psychotropic medications are not meant to be a standalone treatment for children. This course is a required in-service training and must be completed by Friday November 27th, 2020. Successful completion of a quiz is required at the end of this training.

Children's Division Staff Access

Children's Division staff can access the training through the ELC Course Code: CD000632

Contracted Staff Access and Recording Requirements

Contracted staff can access the Psychotropic Medication Non-Pharmacological Interventions annual in-service training on the [Resources for Professionals & Stakeholders](#) webpage.

Contracted staff must sign an acknowledgment form signifying completion of the Psychotropic Medication Non-Pharmacological Interventions annual in-service 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 dates of completion for each specified training, including the Psychotropic Medication Non Pharmacological Interventions quiz. The contracted agencies will provide the Acknowledgement forms to Children's Division upon request.

Completion of this annual in-service training will help build staff knowledge about non-pharmacological interventions for children who may be prescribed psychotropic medications and is required by court order in the Joint Settlement Agreement. Completion of this training will be monitored and reported as one of the benchmarks of the Settlement.

Training best viewed through Chrome

NECESSARY ACTION

1. Review this memorandum with all Children's Division and contracted staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

PROGRAM SPECIALIST CONTACT

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Program Specialist
573-522-8303
Larry.K.Smith@dss.mo.gov

MANAGER CONTACT

Stacie Frueh, MSW
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CHILD WELFARE MANUAL REVISIONS

N/A

FORMS AND INSTRUCTIONS

N/A

REFERENCE DOCUMENTS AND RESOURCES

[Joint Settlement Agreement](#)

RELATED STATUTE

N/A