

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: JOAN ROGERS, DIRECTOR

SUBJECT: REQUIRED PSYCHOTROPIC MEDICATION TRAININGS FOR LICENSED AND CURRENTLY LICENSED RESOURCE PROVIDERS

DISCUSSION:

The purpose of this memorandum is to inform resource-licensing workers of the required psychotropic medication trainings for resource providers. The licensure requirement as well as the [Joint Settlement Agreement \(Agreement\)](#) requires Children's Division to ensure that as a condition of licensure:

1. All resource providers prior to being licensed complete the required two (2) hours of pre-service training on Psychotropic Medication Management. The Psychotropic Medication Management Training (V013) may be found at the following link: <https://dss.mo.gov/cd/foster-care/information-for-foster-parents.htm>.
2. Thereafter, all licensed resource providers will complete at least one (1) hour of required annual in-service training on a specified Psychotropic Medication training developed for that calendar year. This is the training requirement for all currently licensed resource providers. Any currently licensed resource provider must complete this training prior to November 1st of each year.

The required annual Psychotropic Medication Management In-Service trainings will have the following training titles and codes:

Psychotropic Medications Management Annual Requirement 2020 – V170

Psychotropic Medications Management Annual Requirement 2021 – A170

Psychotropic Medications Management Annual Requirement 2022 – B170

Psychotropic Medications Management Annual Requirement 2023 – C170

Psychotropic Medications Management Annual Requirement 2024– D170

Psychotropic Medications Management Annual Requirement 2025 – E170

NOTE: Newly licensed resource providers will not be required to complete the annual in-service training within the same year they obtained their first license or received a reinstated license.

The completion of these trainings is a vital part of the psychotropic medication services provided to children and the determination of Children's Division compliance with training requirements within the Agreement.

This change supersedes the training information contained in memo CD19-50, CD19-65 and CD20-46.

The changes for the psychotropic medication trainings for resource providers can be located in the Child Welfare Manual in Section 6, Chapter 2, Subsection 5.

V254 -Making Healthy Choices Psychotropic Medication training is now an optional training and is located at the following link <https://dss.mo.gov/cd/foster-care/information-for-foster-parents.htm>.

<p>NECESSARY ACTION</p> <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. All questions should be cleared through normal supervisory channels and directed to: 	
<p>PDS CONTACT Melissa Selsor, PDS, Resource Licensing 573-522-1191 Melissa.J.Selsor@dss.mo.gov</p> <p>Sherry Moller, PDS, Relative First 573-522-9306 Sherry.L.Moller@dss.mo.gov</p> <p>Larry Smith, PDS, HIS Team 573-522-8303 Larry.K.Smith@dss.mo.gov</p>	<p>MANAGER CONTACT Amy Martin, Unit Manager 573-526-8040 Amy.L.Martin@dss.mo.gov</p> <p>Jill Pingel, Health Information Coordinator 314-416-2727 Jill.M.Pingel@dss.mo.gov</p>
<p>CHILD WELFARE MANUAL REVISIONS Section 6, Chapter 2, Subsection 5</p>	
<p>FORMS AND INSTRUCTIONS</p>	
<p>REFERENCE DOCUMENTS AND RESOURCES I am a Foster Parent</p>	
<p>RELATED STATUTE (List or put N/A if not applicable.) N/A</p>	