

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

JULY 20, 2021

## M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: JOANIE ROGERS, INTERIM DIRECTOR

SUBJECT: LICENSED RESOURCE PROVIDERS ANNUAL IN-SERVICE TRAINING REQUIREMENT FOR 2021

## DISCUSSION:

The purpose of this memorandum is to inform resource licensing workers that all licensed resource providers are required to complete a one (1) hour annual in-service training on Psychotropic Medications. This memorandum introduces the resource providers annual in-service training entitled "Healthy Sleep Habits."

The focus of this training is to improve sleep education and child sleep health as one pathway to reduce or eliminate the need for psychotropic medications for sleep or daytime mood/behavior. This training provides information on the science of sleep, behavioral strategies for healthy sleep, medications for pediatric sleep concerns, and a quiz. Successful completion of training will require the resource provider to pass the quiz with a score of 80% or more.

Resource providers can locate the training on the [Resources for Professionals & Stakeholders](#) or the [I am a Foster Parent](#) web page. When the training is complete, the resource provider will be required to obtain a screen shot of the quiz completion score, create an e-mail that includes their name, date and A170 code number and send the e-mail to the resource licensing worker.

Resource providers who do not have access to the online training can request a paper copy from their resource licensing worker. The resource-licensing worker will mail the paper version of the training to the resource provider. The resource provider will review the training, complete the quiz, place their name and a date on the quiz and mail the quiz to the resource licensing worker who will determine the score. The resource licensing worker will provide the results to the resource provider and provide credit for successful completion of the course or inform the resource provider that completion of the training was not successful and they will need to review the training and resubmit a quiz.

This training **must be completed through Internet Explorer** and completed by **Monday November 1, 2021**.

<b>NECESSARY ACTION</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children's Division and contracted staff.</li> <li>2. Review revised Child Welfare Manual chapters as indicated below.</li> <li>3. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PROGRAM SPECIALIST CONTACT</b>	<b>MANAGER CONTACT</b>
Larry Smith Program Specialist 573-522-8303 <a href="mailto:Larry.K.Smith@dss.mo.gov">Larry.K.Smith@dss.mo.gov</a>	Jill Pingel, LMSW Health Specialist Unit Manager 314-244-2144 <a href="mailto:Jill.M.Pingel@dss.mo.gov">Jill.M.Pingel@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b>	
N/A	
<b>FORMS AND INSTRUCTIONS</b>	
N/A	
<b>REFERENCE DOCUMENTS AND RESOURCES</b>	
Required Psychotropic Medication Trainings for Licensed and Currently Licensed Resource Providers CD21-32	
<b>RELATED STATUTE</b>	
N/A	