

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

AUGUST 2, 2021

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

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: JOANIE ROGERS, INTERIM DIRECTOR

SUBJECT: ANNUAL IN-SERVICE TRAINING REQUIREMENT FOR 2021

DISCUSSION:

This memorandum introduces the annual in-service training entitled "Psychotropic Medication Guide Overview for Case Managers." All Children's Division and contracted staff will be required to complete the training. 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 complete the training through the Employee Learning Center (ELC).

This training provides information on psychotropic medications, types of medication reviews, referrals to the Center of Excellence, and a quiz. Successful completion of training will require the Children's Division and contracted staff to pass the quiz with a score of 80% or more.

Children's Division and contracted staff can access the training through ELC Course Code: CD000695. This training must be completed by **Monday November 1, 2021**. The training is only available to view through Internet Explorer.

<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>	
N/A	
<b>RELATED STATUTE</b>	
N/A	