

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

SEPTEMBER 27, 2022

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND FOSTER CARE CASE MANAGEMENT STAFF

FROM: DARRELL MISSEY, DIRECTOR

SUBJECT: ANNUAL IN-SERVICE TRAINING REQUIREMENT FOR 2022

DISCUSSION:

This memorandum introduces the annual in-service training CD000783 entitled "Annual Psych Med In-Service 2022". The purpose of this training is to provide a refresher on the requirements for psychotropic medication(s). Any Children's Division staff member with the following job title will be required to complete the training:

- Associate Social Services Specialist
- Social Services Specialist
- Senior Social Services Specialist
- Social Services Unit Supervisor

Any Foster Care Case Management staff member with the following job title or situation will be required to complete the training:

- Alternative (Foster) Care Case Manager
- Alternative (Foster) Care Case Manager Frontline Supervisor
- Any employee assigned or has a potential to be assigned to manage the case of the child in Alternative (Foster) Care

All Children's Division and Foster Care Case Management staff in the identified job titles or situations will be required to complete the training through the Employee Learning Center (ELC). The ELC Course Code for this training is CD000783. This training provides information on psychotropic medications /reviews, informed consent, and alternative care medical forms. Successful completion of training will require the Children's Division and Foster Care Case Management staff to pass the quiz with a score of 80% or more.

This training must be completed by **Thursday, December 15, 2022.**

NECESSARY ACTION	
<ol style="list-style-type: none"> 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	MANAGER CONTACT
Larry Smith Program Specialist 573-522-8303 Larry.K.Smith@dss.mo.gov	Jill Pingel, LMSW Health Specialist Unit Manager 314-244-2144 Jill.M.Pingel@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS	
N/A	
FORMS AND INSTRUCTIONS	
N/A	
REFERENCE DOCUMENTS AND RESOURCES	
N/A	
RELATED STATUTE	
N/A	