

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

JUNE 1, 2023

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 2023

DISCUSSION:

This memorandum introduces the annual in-service training entitled "Annual Psych Med In-Service 2023." The purpose of this training is to provide information on sleep hygiene and psychotropic medication(s). Any Children's Division staff member with one of the following job titles 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 titles or situation will be required to complete the training:

- Children's Service Worker or Alternative (Foster) Care Case Manager
- Social Service Supervisor I or 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 **CD000791**. Successful completion of training will require staff to pass the quiz with a score of 80% or more.

This training must be completed by **December 31, 2023**.

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children's Division and contracted staff. 2. 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, MSW, LCSW 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	