

## 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

FROM: DARRELL MISSEY, DIRECTOR

SUBJECT: LEGAL ASPECTS TRAINING UPDATED CURRICULUM

The purpose of this memorandum is to ensure all staff are informed regarding the changes in Legal Aspects Training. These updates have previously been provided through the Children's Division's newsletter and via Director Missey's Monday emails, Darrell's Dispatch.

COURSE RESTRUCTURING

Beginning in January 2024, Legal Aspects (LA) changed the configuration of the LA classes and the initial implementation has been successful. All those interested in enrolling for a LA class covering investigations, family centered services, or foster care and adoption cases will need to complete a LA Foundations course first. Once the foundations course is completed, then you are free to enroll in any of the available Legal Aspects Courses. A worker who performs multiple job functions can take more than one Legal Aspects course and need only take LA Foundations one time. If a worker is unclear which course(s) should be selected, workers should engage with their supervisor to select the appropriate course(s). Legal Aspect team members are also available for these discussions.

When workers switch roles within the Agency all efforts should be made to take a new Legal Aspects course in their program line within six months of their new position. Workers should coordinate with their supervisor to determine the appropriate course(s) required.

In addition to LA Foundations, two new courses have been added, LAFCS and LATPR 101. LAFCS focuses on the legal foundations for Prevention and FCS work. LAFCS classes have only been scheduled for the first half of the year as we assess the number of classes needed for the second half of the year. LATPR 101 focuses on the legal foundations for a TPR case. If you have interests in those areas, please complete an LA Foundations course and then enroll in the LA course of your choice. Attached to this Memorandum is a visual representation of the new courses which includes Course Numbers (See Attachment 1).

These changes have been made in order to make more efficient use of training time, and allow for workers who perform more than one role with our agency, or who change roles, to be able to take courses focusing only on new information. Please see our schedule of remaining courses for 2024 in Attachment 2.

## RESUMING OF IN PERSON SUPERVISOR COURSES

Legal Aspects will be resuming in person courses for supervisors this year. LAFCAD for supervisors and LAI for supervisors will be offered in person in Jefferson City, to occur in the alternating quarters of the year. Please see our schedule for these courses for 2024 in Attachment 2.

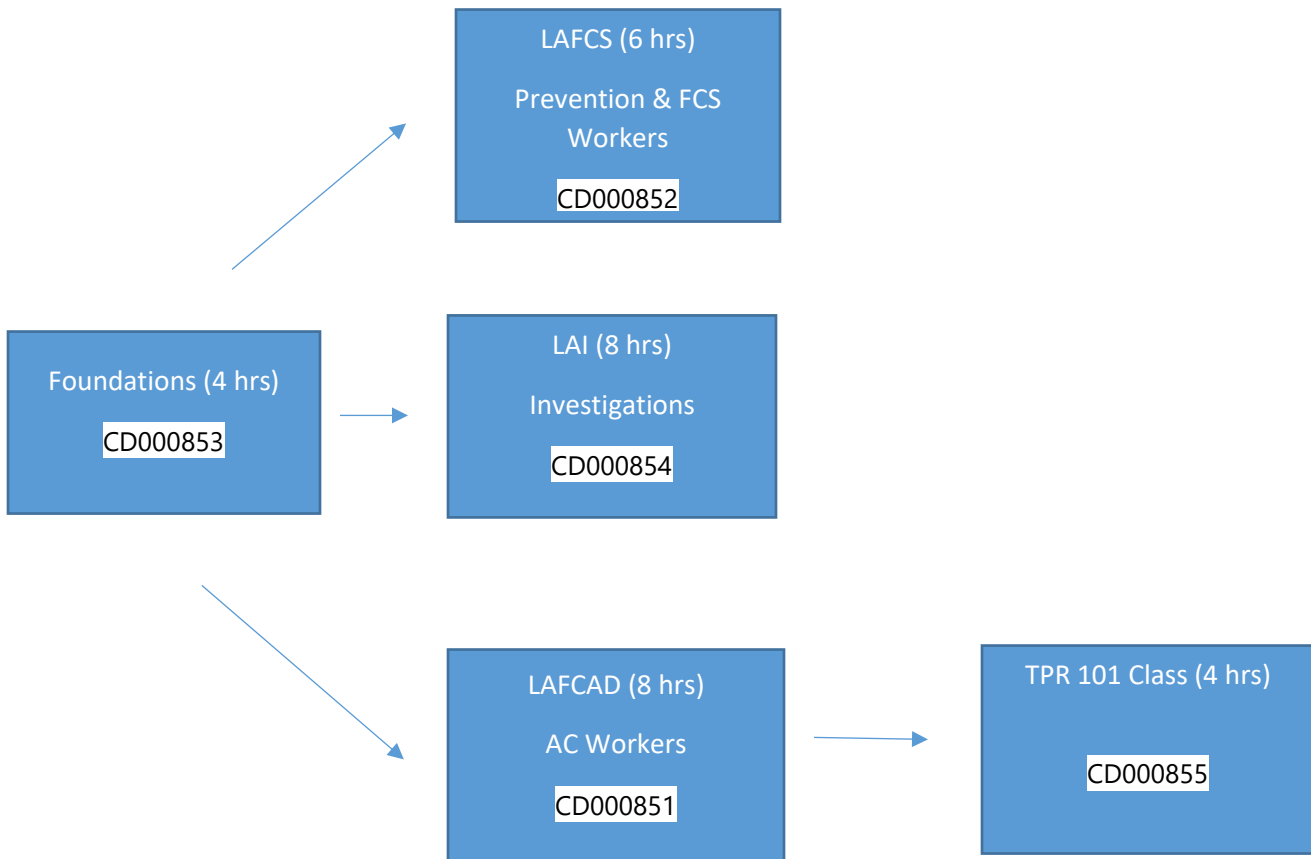
## CURRICULUM REQUIREMENTS

Curriculum Requirements are also being updated to reflect the above changes. The new Curriculum requirements are as follows:

- All Associate and Social Service Specialists, who are not supervisors or Program Development Specialists:
  - Shall complete the Legal Aspects (LA) Foundations course and the Legal Aspects Program line course in their program line within six (6) months of employment. After initial completion, the LA foundations course and program line course should be repeated once every seven (7) years.
  - After completion of the LA foundations course and the LA program line course, associate and social service specialists shall complete three (3) hours of LA training each year thereafter.
- Program Development Specialists, Supervisors, and those in a supervisory role for Associate/Social Service Specialists:
  - Shall complete the Legal Aspects Foundations Course and the Legal Aspects Program Line Supervisory course within six (6) months of promotion or transfer to a supervisory role. After initial program completion, supervisors should then repeat the foundations and supervisory program line class every seven (7) years thereafter.
  - After completion of the LA foundations course and the LA program line supervisory course, Program Development Specialists, Supervisors, and those in a supervisory role for Associate/Social Service Specialists shall complete three (3) hours of LA training each year thereafter.
- Circuit Managers:
  - Shall complete LA360 within a year of becoming Circuit Manager, then once every seven (7) years after initial completion. At present, no LA360 courses are scheduled. If you became a Circuit Manager anytime in 2023 or 2024, please notify Meaghan Forck or Karen Bickel so they can help determine a course of study.
  - After completion of LA360 course, Circuit Managers shall complete three (3) hours of LA training each year thereafter.

<p><b>NECESSARY ACTION</b></p> <p>1. Review this memorandum with all Children’s Division staff.  2. All questions should be cleared through normal supervisory channels and directed to:</p>	
<p><b>Legal Aspects Trainers</b>  Karen Bickel  Karen.bickel@dss.mo.gov</p> <p>Meaghan Forck  Meaghan.Forck@dss.mo.gov</p>	<p><b>Legal Aspects Supervisor</b>  Ellen Haynes  Ellen.k.haynes@dss.mo.gov</p>
<p><b>CHILD WELFARE MANUAL REVISIONS</b>  N/A</p>	
<p><b>FORMS AND INSTRUCTIONS</b>  N/A</p>	
<p><b>REFERENCE DOCUMENTS AND RESOURCES</b>  N/A</p>	
<p><b>Related Statute</b>  N/A</p>	

ATTACHMENT 1:



ATTACHMENT 2

	Day 1:	Time	Day 2 (if applicable)	
Foundations	4/16/2024	8:30 - 12:30		
	5/10/2024	8:30 - 12:30		
	6/7/2024	8:30 - 12:30		
	7/15/2024	12:00-4:00		
	8/8/2024	8:30 - 12:30		
	9/5/2024	8:30 - 12:30		
	10/15/2024	8:30 - 12:30		
	11/8/2024	8:30 - 12:30		
	12/6/2024	8:30 - 12:30		
LAI	4/10/2024	9:00-3:00	4/11/2024	9:00-12:00
	6/26/2024	9:00-3:00	6/27/2024	9:00-12:00
	8/14/2024	9:00-3:00	8/15/2024	9:00-12:00
	10/9/2024	9:00-3:00	10/10/2024	9:00-12:00
LAFCAD	5/22/2024	9:00-3:00	5/23/2024	9:00 - 12:00
	7/10/2024	9:00-3:00	7/11/2024	9:00 - 12:00
	9/11/2024	9:00-3:00	9/12/2024	9:00 - 12:00
	11/13/2024	9:00-3:00	11/14/2024	9:00 - 12:00
LAFCS*	5/30/2024	9:00-4:00		
LATPR 101	6/18/2024	9:00-12:00		
	7/23/2024	9:00-12:00		
	9/17/2024	9:00-12:00		
	12/16/2024	9:00-12:00		
LAFCAD Supervisors	5/1/2024	9:00-4:00	5/2/2024	9:00-4:00
	11/20/2024	9:00-4:00	11/21/2024	9:00-4:00
LAI Supervisors	4/24/2024	9:00-4:00	4/25/2024	9:00-4:00
	9/25/2024	9:00-4:00	9/26/2024	9:00-4:00

\*Additional classes of LAFCS will be scheduled in the second half of 2024 once we are based on enrollment needs.