

DEPARTMENT OF SOCIAL SERVICES
 CHILDREN'S DIVISION
 P. O. BOX 88
 JEFFERSON CITY, MISSOURI
 AUGUST 30, 2024
 M E M O R A N D U M

TO: CHILDREN'S DIVISION CASE MANAGEMENT STAFF
 FROM: DARRELL MISSEY, DIRECTOR
 SUBJECT: ANNUAL IN-SERVICE TRAINING REQUIREMENT FOR 2024

DISCUSSION:

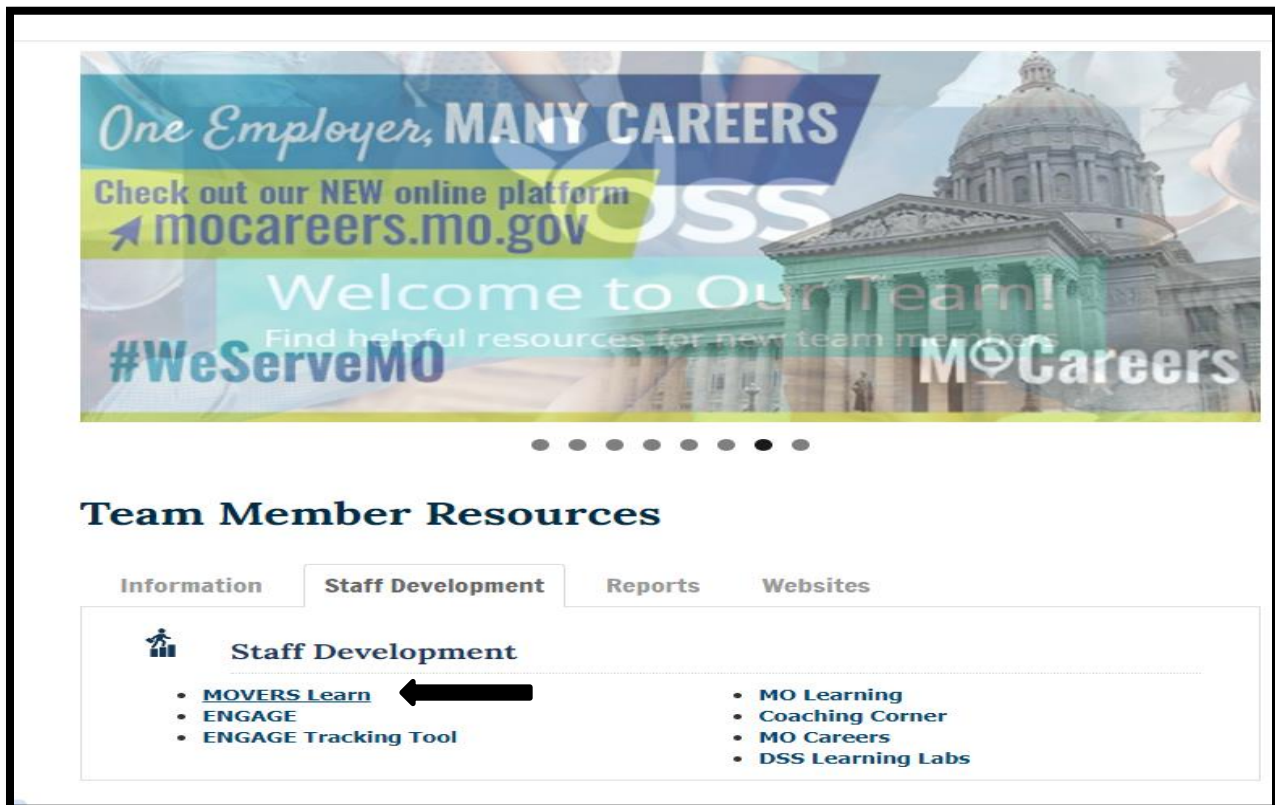
This memorandum introduces the annual in-service training entitled "DSS CD Annual Psych Med In-Service 2024." The focus of the training is "Informed Consent for Case Managers." The purpose of this mandatory training is to provide case managers with critical information on the informed consent process that must be followed when a child or youth in Division custody is prescribed a psychotropic medication. 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

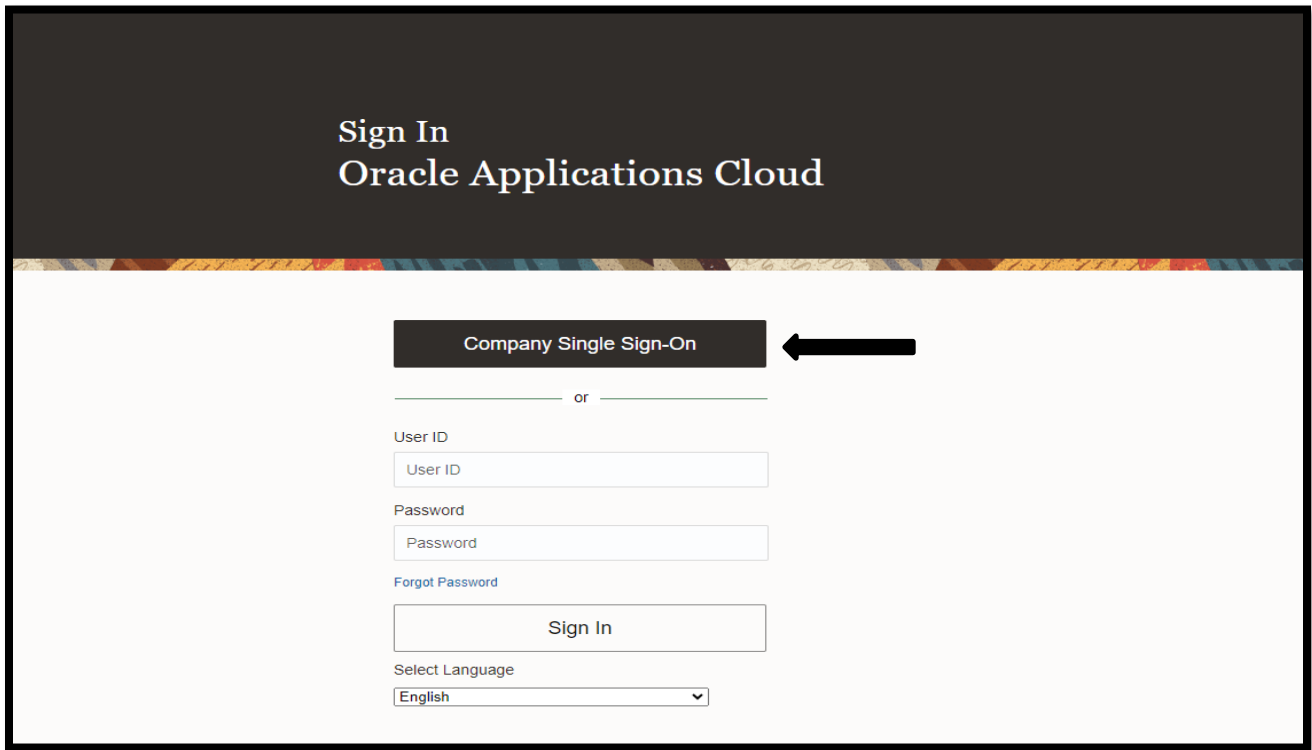
Successful completion of training will require staff to pass the quiz with a score of 80% or more. This training must be completed by **December 31, 2024.**

All Children's Division staff in the identified job titles will be required to complete the training through MOVERS Learn. The instructions to locate and complete the training are as follows:

1. Locate "[MOVERS Learn](#)" in the "Staff Development section of the webpage and click the link.

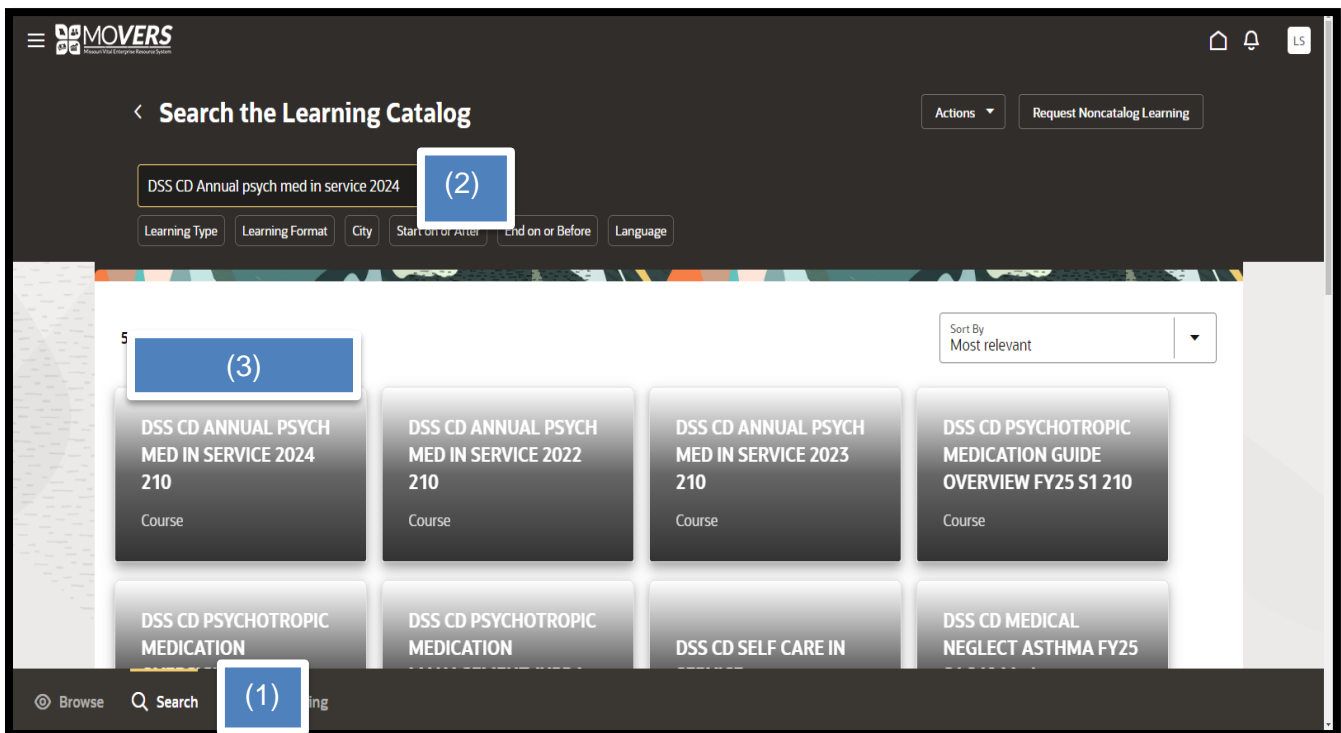


2. A “Sign In” screen will appear. Click **“Company Single Sign-On.”**
NOTE: Please do not sign in with User ID and Password

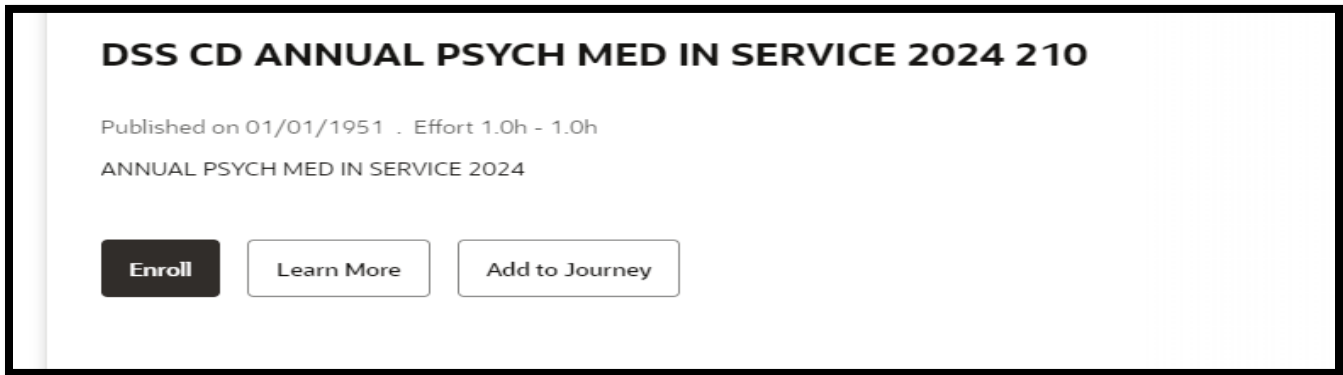


3. On the introduction page click the “Home” icon at the upper right side of the screen. Under the “Me” on the top left side of the page select “More” to locate “My Learning Transcripts or Experiences.” On “My Learning Transcripts or Experiences” locate “Search” at the bottom left of the screen (1). Click “Search,” place **“DSS CD Annual Psych Med In Service 2024”** in the search box (2) and click.

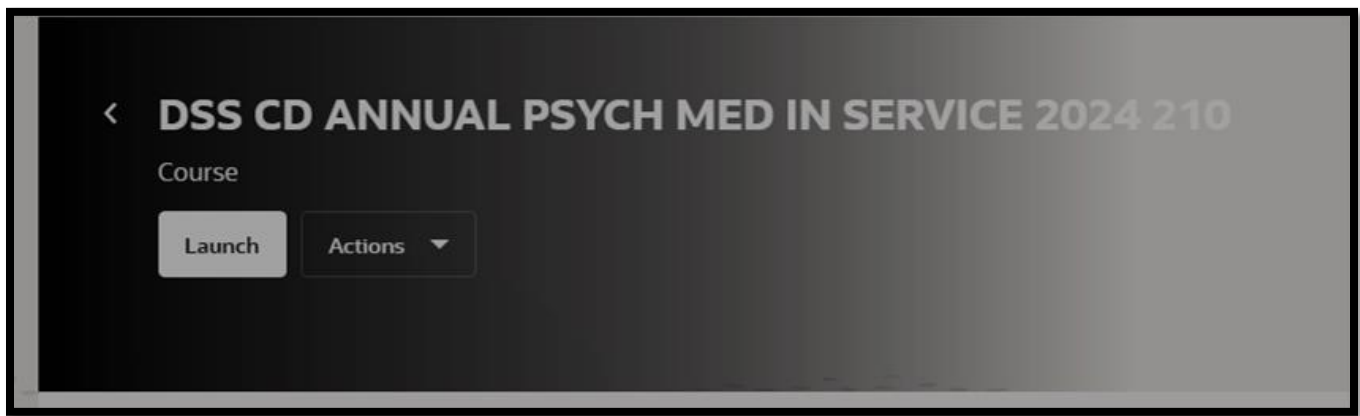
4. Several trainings will appear with the same titles that contain different years. Please ensure that you click on the training that is for 2024 (3).



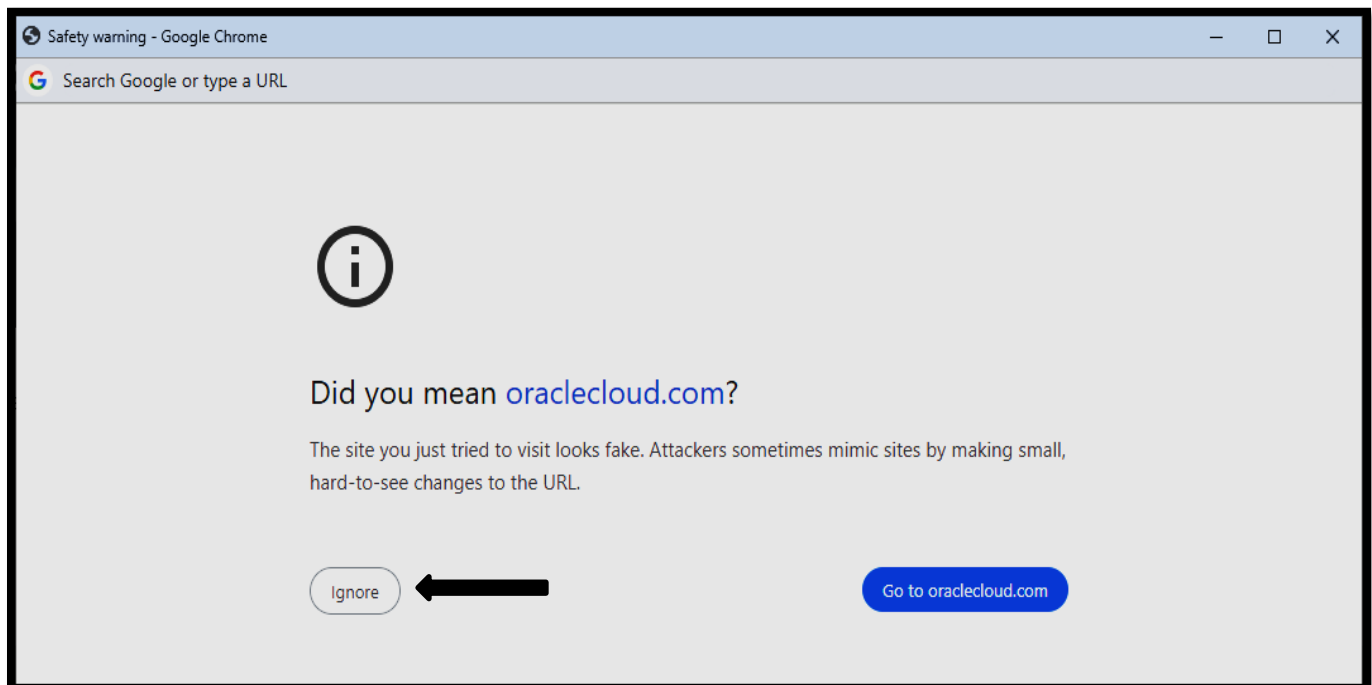
5. When you have clicked the “DSS CD Annual Psych Med In Service 2024” an “Enroll” screen will appear. Please ensure that you have the correct training before you enroll. Click “Enroll” to launch the training.



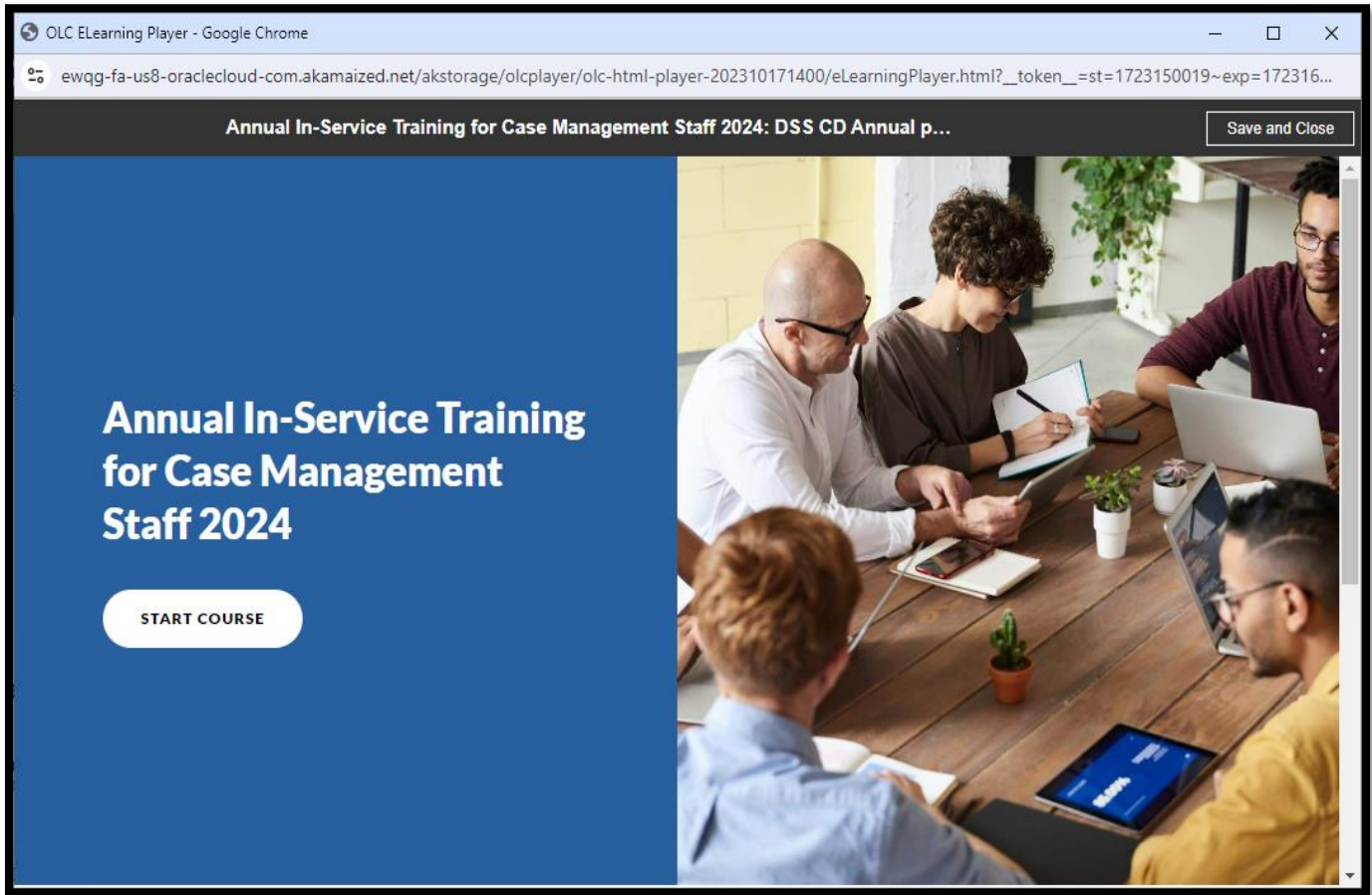
6. To start the training click “Launch.”



7. A “Safety Warning” will appear that will give you the option to “Ignore.” Please select “Ignore.”



8. An introduction to the training will appear. Select “Start Course” to begin the training.



As a reminder this training must be completed by **December 31, 2024**.

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 573-817-4200 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	