

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

SEPTEMBER 06, 2024

M E M O R A N D U M

TO: CHILDREN'S DIVISION STAFF, RESOURCE DEVELOPMENT/LICENSING WORKERS
 FROM: DARRELL MISSEY, DIRECTOR
 SUBJECT: LICENSED RESOURCE PROVIDERS ANNUAL IN-SERVICE TRAINING REQUIREMENT FOR 2024

DISCUSSION:

The purpose of this memorandum is to remind resource development workers that all licensed resource providers are required to complete the one (1) hour annual in-service training for 2024. This memorandum introduces the resource providers' annual in-service training (D170) entitled "The Resource Provider Training."

The training is an overview on medical forms, informed consent, Alternative Consenter, and pharmacy information. The purpose of this mandatory training is to provide licensed resource providers with critical information that must be followed when a child or youth in Division custody is prescribed a psychotropic medication and placed in their home. Successful completion of training will require the licensed resource provider to pass the quiz with a score of 80% or more.

Licensed resource providers can locate the annual in-service training 2024 (D170) on the [Resources for Professionals & Stakeholders](#) or on the [Information for Foster Parents](#) training web page. When the training is complete, the licensed resource provider will be required to obtain a screen shot of the quiz completion score, create an e-mail that includes their name, date and D170 code number and send the e-mail to their resource development worker.

Licensed resource providers who do not have access to the online training can request a paper copy from their resource development worker. The resource development worker will mail the paper version of the training to the resource provider. The licensed resource provider will review the training, complete the quiz, place their name and a date on the quiz and mail the quiz to the resource development worker who will determine the score. The resource development worker will provide the results to the licensed resource provider and provide credit for successful completion of the course or inform the licensed resource provider that completion of the training was not successful, and they will need to review the training and resubmit a quiz.

This training must be completed by **December 31, 2024**.

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| NECESSARY ACTION | |
| 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 | |
| Required Psychotropic Medication Trainings for Licensed and Currently Licensed Resource Providers CD21-32 | |
| RELATED STATUTE | |
| N/A | |