

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

JULY 1, 2025

## M E M O R A N D U M

TO: CHILDREN'S DIVISION STAFF, RESOURCE DEVELOPMENT/LICENSING WORKERS

FROM: SARA SMITH, DIRECTOR

SUBJECT: LICENSED RESOURCE PROVIDERS ANNUAL IN-SERVICE TRAINING REQUIREMENT FOR 2025

## 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 2025. This memorandum introduces the resource providers' annual in-service training (E170) entitled "Empowering Youth."

The focus of this training is coordinated care for youth with Autism in Children's Division custody. 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 2025 (E170) 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 E170 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 on or before **December 31, 2025**.

**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**

Larry Smith  
Program Specialist  
573-817-4200  
[Larry.K.Smith@dss.mo.gov](mailto:Larry.K.Smith@dss.mo.gov)

**MANAGER CONTACT**

Jill Pingel, MSW, LCSW  
Health Specialist Unit Manager  
314-244-2144  
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**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