

DEPARTMENT OF SOCIAL SERVICES
CHILDREN'S DIVISION
P. O. BOX 88
JEFFERSON CITY, MISSOURI
July 16, 2025

M E M O R A N D U M

TO: CHILDREN'S DIVISION CASE MANAGEMENT STAFF
FROM: SARA SMITH, DIRECTOR
SUBJECT: ANNUAL IN-SERVICE TRAINING REQUIREMENT 2025 (CD)

DISCUSSION:

This memorandum introduces the required annual psychotropic medication training entitled "CD Annual In-Service 2025." The focus of this training is coordinated care for youth with Autism in Children's Division custody. 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

All Children's Division staff in the identified job titles will be required to complete the training through MOVERS Learn. Successful completion of training will require staff to pass the quiz with a score of 80% or more.

Please select this link [DSS CD ANNUAL IN-SERVICE 2025 210](#) and go through the "Company Single Sign-On" to start the training. The course code is OLC1100890. This training must be completed on or before **October 31, 2025**.

NOTE: Please do not sign in with User ID and Password

Sign In
Oracle Applications Cloud

Company Single Sign-On

or

User ID
User ID

Password
Password

[Forgot Password](#)

Sign In

Select Language
English

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
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MANAGER CONTACT

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CHILD WELFARE MANUAL REVISIONS

N/A

FORMS AND INSTRUCTIONS

N/A

REFERENCE DOCUMENTS AND RESOURCES

N/A

RELATED STATUTE

N/A