

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: FOSTER CARE CASE MANAGEMENT STAFF

FROM: SARA SMITH, DIRECTOR

SUBJECT: ANNUAL IN-SERVICE TRAINING REQUIREMENT 2025 (FCCM)

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 Foster Care Case Management staff member with the following job titles or situation will be required to complete the training:

- Children's Service Worker;
- Social Service Supervisor I (AC);
- Any employee assigned or has a potential to be assigned to manage the case of the child in Alternative (Foster) Care.

To ensure consistency in Job Titles, all front line FCCM supervisors should go to all of their case worker's worker screen in FACES and ensure "Children Services Worker" is selected as their title. For all FCCM front line supervisors, please go to your worker screen in FACES and ensure "Social Service Supervisor I (AC)" is selected as your title.

All Foster Care Case Management staff in the identified job titles or situations will be required to complete the training through the Employee Learning Center (ELC). 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](#) to start the training. The course code is OLC1100890. This training must be completed on or before **October 31, 2025**.

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	