

ISSUED DATE: October 1, 2025

TO: ☒ Children's Division ☒ Contracted Staff

FROM: Sara Smith, Children's Division Director

SUBJECT: Psychotropic Medication Training Requirements for Resource Providers

OVERVIEW: The purpose of this practice alert is to increase compliance with the Psychotropic Medication Settlement through increased data accuracy for resource provider training.

NECESSARY ACTIONS:

The Psychotropic Medication Settlement requires foster parents and relative foster parents to complete Psychotropic Medication Management (V013) and Informed Consent (V150) before licensure. Both trainings must be entered into FACES accurately prior to licensure. Each completed training receives two (2) hours of credit, for a total of four (4) hours for both.

All licensed foster and relative foster homes must also complete one (1) hour of annual psychotropic medication training by December 31st each year.

Compliance Monitoring

The Health Information Specialist (HIS) unit monitors compliance with the required pre-service and annual in-service trainings for licensed resource providers. The HIS unit sends routine notification to Circuit Manager's and other oversight and supervisory individuals as requested. This notification provides a listing of all licensed resource providers and the provider's completed training that has been entered into FACES.

This report is to be shared and reviewed with all resource development workers to ensure data entry accuracy and training compliance by all licensed homes. The following common errors have been identified by the HIS team and should be considered during every review. Questions regarding the monthly notifications should be directed to Bre Harris at bre.harris@dss.mo.gov.

Closing a Vendor License

All licensed foster and relative foster homes are required to complete required training. Ensure homes are closed timely in FACES and not allowed to expire through the end of the licensure period. If a home remains open through December 31, 2024, they are required to complete the E170 [annual in-service training](#) by December 31, 2025 even if they do not intend to continue to foster ([Memo CD24-19](#)).

Administrative Hold

Being on administrative hold does not stop a foster or relative foster home license from expiring. Homes on administrative hold must still meet all re-licensure requirements prior to the licensure end date for renewal. The License/Approval Renewal Reminder, CD-102 must be sent at 90, 60, and 30 days prior to the license end date, even if the family is on hold. The CD-102 should state all required training that has not been completed.

Administrative Hold for Appeals

If a foster or relative foster home is on administrative hold due to licensing concerns, the license must be updated prior to expiration of the license. If there are no children placed in the home, and the fair hearing has/will not occur until after the expiration date of the license, the following steps in FACES should occur before the expiration of the license:

1. Close the vendor with close reason “Discontinued Services”

2. In the comments box enter the following statement:

“The home is being closed due to licensing issues which resulted in a revocation notice, and the fair hearing has not occurred and will occur after the expiration date (enter the expiration date).”

3. Enter all the information on the Vendor Appeal Screen

4. If the revocation is overturned, enter a new application and license.

5. If the revocation is affirmed, enter a new application using the same date as the closure, deny the application and in the comments enter the following statement:

“The home was closed (date) due to licensing concerns. The fair hearing occurred after the expiration of the license. The decision to revoke the license was affirmed through the fair hearing process. Therefore, this application is being entered and denied to document the revocation of the license.”

License Renewals

Ensure timely renewal of all licensed foster and relative foster homes. Before the license expires, complete and enter all required training and background screenings.

From the Vendor Licensure/Approval and Renewal screen, click “Add renewal.” DO NOT CLICK ON THE UPDATE BUTTON. Clicking the update button will only change the dates of the licensure period and will not add a new licensure period. When you click “Add Renewal” the license information will populate but you must enter the new renewal end date and home assessment review signatures/dates.

You can renew a license or approval up to three (3) months in advance of the expiration date. This will ensure the home is listed in renewal status and not appearing as an initial license period.

For all renewals, licensed resource providers must have completed the prior two years of the annual in-service training 170. For example, if a home is being relicensed in 2025, they must have completed C170 – Annual in-service 2023 and D170-Annual in-service 2024 prior to re-licensure.

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CHILD WELFARE MANUAL POLICY AND COLLATERAL DOCUMENTATION: