

**ISSUED DATE:** December 3, 2025

**TO:**  Children's Division       Contracted Staff

**FROM:** Sara Smith, Children's Division Director

**SUBJECT:** **Informed Consent Specialist Unit**

**OVERVIEW:**

The purpose of this practice alert is to notify Children's Division and Foster Care Case Management contracted staff of the new Informed Consent Specialist Unit within the Health Information Specialist Unit. The Informed Consent Specialist Unit will assist case managers with the informed consent process for psychotropic medication.

The Informed Consent Specialist (ICS) unit consists of 1 supervisor and 5 ICS. The ICS will assist case managers with the informed consent process for psychotropic medication. An [Informed Consent Regional Map](#), depicting circuit assignments, is located on the Health Information Specialist Unit [resource page](#).

**NECESSARY ACTIONS:**

As soon as a prescriber recommends the use of a psychotropic medication for a foster child or youth, the case manager should immediately contact their ICS.

The ICS will support the case manager by ensuring the informed consent requirements of the [Joint Settlement Agreement](#) are followed. The ICS will ensure all efforts are documented in the case file and provide any direct assistance needed.

Case managers may contact the ICS by email, phone or through an online referral link [Request Assistance for Informed Consent](#).

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Email: [Melissa.L.Kenny@dss.mo.gov](mailto:Melissa.L.Kenny@dss.mo.gov)**ASSISTANT DEPUTY DIRECTOR CONTACT:**

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Email: [Heather.D.Ford@dss.mo.gov](mailto:Heather.D.Ford@dss.mo.gov)**CHILD WELFARE MANUAL POLICY AND COLLATERAL DOCUMENTATION:**Refer to [CWM 4.4.3 Medical and Behavioral Health Planning, Informed Consent](#) for more information.