

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

March 20, 2014

M E M O R A N D U M

What's Inside:
Revision of required in-service training requirements for licensed Foster, Relative and Kinship providers

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF

FROM: TIM DECKER, DIRECTOR

SUBJECT: Revision of Required In-Service Training Requirements for Licensed Foster, Relative and Kinship Resource Providers

DISCUSSION:

The purpose of this memorandum is to introduce revisions of required in-service training requirements for licensed foster, relative and kinship resource providers. The revisions are a result of research and recommendations completed by a workgroup created in response to recommendations from the Recruitment and Retention of Foster and Adoptive Resource Homes Task Force.

Policy requires completion of Cardio Pulmonary Resuscitation, (CPR) (three training credit hours), First Aid (three training credit hours), and Health Insurance Portability (HIPAA) (one training credit hour), for all licensed resource providers during the first year of licensure. For those homes with foster youth placements age 14 and over, the Ready, Set, Fly training (five training credit hours) is also required during the first year of licensure.

The following additional in-service trainings are to be completed by licensed resource providers during the first two year licensure period:

First year:

- Trauma Care - 3 training credit hours
- Psychotropic Mediations - 1 training credit hour
- Laws, policies, and procedures governing child welfare - 5 training credit hours

Second year:

- Healthy Relationships - 2 training credit hours
- Sibling Placement - 7 training credit hours

Information regarding the curriculums and resources to complete the new in-service trainings are located in [Section 6 Chapter 2](#) of the Child Welfare Manual. Staff will assist

locating Internet access opportunities for those resource providers who do not have personal access to the Internet.

Resource providers are required to complete 30 hours (32 for Level B) of in-service training for their license to be renewed. All licenses and approvals must be renewed prior to the expiration date.

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division staff. 2. Review revised Child Welfare Manual chapters as indicated below. 3. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT Elizabeth Tattershall 573-522-1191 Elizabeth.Tattershall@dss.mo.gov	PROGRAM MANAGER Amy Martin 573-751-3171 Amy.L.Martin@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS In-Service Training, Section 6 Chapter 2 Subsection 5	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE N/A	
ADMINISTRATIVE RULE N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS PA-FC 16.05 PA-FC 16.10	
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A	
PROTECTIVE FACTORS N/A Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children	
FACES REQUIREMENTS Trauma Care training code - V815 Psychotropic Medications training code - V254 Laws, policies, and procedures governing child welfare training code - V400 Healthy Relationships training code - V803 Sibling Placement training code - V804	