

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

October 4, 2007

What's Inside:

Acceptance of Pre-Service Training from other states

MEMORANDUM

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: ACCEPTANCE OF PRE-SERVICE TRAINING FOR RESOURCE PROVIDERS FROM OTHER STATES

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

This memorandum is intended to provide guidelines on the acceptance of pre-service training of resource parents received in other states.

The PRIDE or MAPP curriculums are approved by the Children's Division as meeting the pre-service training requirement for licensure. Other training curriculums may be accepted upon review and approval of the Regional Director or their designee.

When the Division is contacted by a person who was licensed and/or trained in another state the licensing worker should conduct an initial home visit with the family and determine if they will meet other licensing criteria, i.e. structural requirements, background checks, etc. The worker should also provide the family with:

- Criminal background check referral;
- Family Care Safety Registry forms; and
- Other paperwork necessary to complete the assessment.

When it has been determined the family meets licensing criteria, a referral should be made to the Regional Director or designee to request approval to accept the training received in the other state. The referral should include documentation from the other state regarding:

- The training curriculum attended;
- Date the family completed the training; and
- The family's licensure status (if available).

The process for licensing these homes will mirror the license renewal process.

The licensing worker will send a packet of information to the applicant once approval is received from the Regional Director or designee. This packet should include:

- Resource Provider Welcome Letter (CD-68);
- Resource Parent Handbook;
- Maintenance reimbursement rate table; and
- HIPAA information sheet.

Families will receive three hours of “Other Approved Pre-Service Training” (code **V099**) for reviewing the Resource Parent Handbook and one hour of in-service training (code **V980**) for reviewing the HIPAA information sheet.

The Division’s pre-service training may be provided for any of these persons wanting to attend. It may also be required by a Regional Director or designee if, in their professional opinion, the time lapse between licensure and/or training in the other state and application with the Division is significant or there are other licensing concerns.

NECESSARY ACTION:	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division staff. 2. Review this memorandum with all licensed foster care providers. 3. Review revised Child Welfare Manual chapters as indicated below. 4. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT: Venice Wood 573-522-5060 Venice.P.Wood@dss.mo.gov	UNIT MANAGER: Melody Yancey 573-526-8040 Melody.Yancey@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS:	
Section 6, Chapter 11: Licensing of Resource Families Trained in Other States (new chapter)	
FORMS AND INSTRUCTIONS:	
CD-68 Resource Provider Welcome Letter	
REFERENCE DOCUMENTS and RESOURCES:	
Resource Parent Handbook HIPAA information sheet	
RELATED STATUTE:	
N/A	
ADMINISTRATIVE RULE:	
13 CSR 35-60.030	
COUNCIL ON ACCREDITATION (COA) STANDARDS:	
S21.9 Caregiver Education	
PROGRAM IMPROVEMENT PLAN (PIP):	
N/A	
SACWIS REQUIREMENTS:	
N/A	