

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

April 29, 2009

M E M O R A N D U M

<p><b><u>What's Inside:</u></b> Revision of the SS-60B code sheet</p>
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TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND  
CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: REVISION OF THE SS-60B CODE SHEET

DISCUSSION:

The purpose of this memorandum is to introduce the revised SS-60B code sheet. The code sheet has been revised in WORD format and includes several changes.

- The code sheet has been revised to reflect the addition of the code for Love & Logic training, V207.
- A new section has been added to the code sheet titled Archived Codes. Codes that are located in this section are obsolete and are **not to be used**. They remain on the code sheet for reference purposes only.
- There were two CPR codes on the previous code sheet, V252 and V840. Code V252 is the appropriate code for CPR training. Code V840 is now obsolete and has been placed in the obsolete section of the code sheet. Staff should no longer use code V840 for entering CPR training.

**Required Training**

The following are required trainings for all providers:

- STARS Pre-Service (27 hours)
- CPR
- First Aid
- HIPAA

In addition, all potential adoptive providers must completed 12 hours of Spaulding Adoption Pre-Service training and all homes accepting placements of youth 14 years of age and older must complete Ready, Set, Fly.

Resource providers **do not** receive in-service training credit for completing Spaulding Adoption Pre-Service. Providers also **do not** receive in-service training credit for any Train-the-Trainer Sessions.

Resource providers are required to sign the Safe Sleep Practices form, CD-117. If the resource provider chooses to view the Safe Sleep PowerPoint presentation that was referenced in memo [CD08-107](#) for staff informational purposes, in-service training credit is not given.

The twelve STARS In-Service Training Modules are available as applicable to the resource provider’s Professional Family Development Plan.

All trainings listed on the SS-60B code sheet that do not have an asterisk (\*) and are not mentioned specifically in this memo require the resource provider to complete the CD-114 form for in-service training credit approval unless otherwise approved by the Regional or Central Office.

Please discard any current SS-60B code sheets and begin using the revised code sheet.

<b>NECESSARY ACTION</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children’s Division staff.</li> <li>2. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT</b> Elizabeth Tattershall 573-522-1191 <a href="mailto:Elizabeth.Tattershall@dss.mo.gov">Elizabeth.Tattershall@dss.mo.gov</a>	<b>PROGRAM MANAGER</b> Melody Yancey 573-751-3171 <a href="mailto:Melody.Yancey@dss.mo.gov">Melody.Yancey@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b>	
N/A	
<b><u>FORMS AND INSTRUCTIONS</u></b>	
SS60-B Code Sheet	
<b>REFERENCE DOCUMENTS AND RESOURCES</b>	
N/A	
<b>RELATED STATUTE</b>	
N/A	
<b>ADMINISTRATIVE RULE</b>	
N/A	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b>	
N/A	
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b>	
N/A	

**PROTECTIVE FACTORS**

Parental Resilience, N/A

Social Connections, N/A

Knowledge of Parenting and Child Development, N/A

Concrete Support in Times of Need, N/A

Social and Emotional Competence of Children, N/A

**FACES REQUIREMENTS**

N/A