

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

May 3, 2010

## M E M O R A N D U M

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

FROM: PAULA NEESE

SUBJECT: ADOPTION TRAINING REQUIREMENT

## DISCUSSION:

The purpose of this memorandum is to inform you of the new training requirement for adoption workers. The previous requirement was that adoption workers were to receive 10 hours of adoption training on adoption topics annually. The new requirement is that adoption workers receive **four hours** of training on adoption topics annually. The fulfillment of this requirement puts the agency into compliance with the new 8<sup>th</sup> Edition Standards established by the Council on Accreditation (COA). This requirement is to ensure personnel who provide adoption services remain current on adoption trends and practice issues.

Adoption topics may be determined at the regional level so that the training may be geared each year to meet the specific needs of staff. Training topics may at times be recommended by the Division Director. Each region is responsible for arranging the annual training and for ensuring that all staff members who provide adoption services receive the four hours of required adoption training annually. Regions must use contracted vendors, such as FCS or IIS trainers, to conduct the training. However, the training should be paid for using COA adoption training fund codes. Payments may be entered locally and then sent to the Financial Management and Operational Services (FMOS) Unit in Central Office for approval.

In order for training credit to be received and reflected on the Employee Learning Center (ELC), you must submit a *Request for Training Credit Approval Form* along with a copy of the training agenda, competencies and objectives and a copy of the training attendance record to: Jeff Adams, CD Training Coordinator via outlook e-mail or fax to 314-416-2932.

**What's Inside:**

New Adoption  
Training  
Requirements to  
meet COA  
Standards

**NECESSARY ACTION**

1. Review this memorandum with all Children's Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

**PROGRAM MANAGER CONTACT**

Linda K. Miller  
573-522-2713  
[Linda.K.Miller@dss.mo.gov](mailto:Linda.K.Miller@dss.mo.gov)

**DEPUTY DIRECTOR**

Susan Savage  
573-751-4920  
[Susan.K.Savage@dss.mo.gov](mailto:Susan.K.Savage@dss.mo.gov)

**CHILD WELFARE MANUAL REVISIONS**

N/A

**FORMS AND INSTRUCTIONS**

[Request for Training Credit Approval Form](#)

**REFERENCE DOCUMENTS AND RESOURCES**

N/A

**RELATED STATUTE**

N/A

**ADMINISTRATIVE RULE**

N/A

**COUNCIL ON ACCREDITATION (COA) STANDARDS**

[PA-AS 13.05](#)

**CHILD AND FAMILY SERVICES REVIEW (CFSR)**

[Item 10, Adoption](#) and Item 34, Foster and Adoptive Parent Training

**PROTECTIVE FACTORS**

Parental Resilience  
Social Connections  
Knowledge of Parenting and Child Development  
Concrete Support in Times of Need  
Social and Emotional Competence of Children

**FACES REQUIREMENTS**

N/A