

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 22, 2013

What's Inside:
Resource Family
In-Service
Training Request,
CD-114, Revision

M E M O R A N D U M

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

FROM: CANDACE A. SHIVELY

SUBJECT: RESOURCE FAMILY IN-SERVICE TRAINING REQUEST, CD-114, REVISION

DISCUSSION:

The purpose of this memorandum is to introduce revisions to the Resource Family In-Service Training Request, CD-114, in response to the Continuous Quality Improvement process, CQI, and the Missouri State Foster Care and Adoption Board recommendations per statute 210.566.

Other Approved In-Service Training:

Licensed resource providers are required to complete a minimum of 30 hours, 32 for Elevated Needs Level B providers, of in-service training during each two year licensure period. Training opportunities should be provided by the agency who supervises the license or approval to assist the resource providers in completing the required training hours. Each agency should notify resource providers of training opportunities available. Resource providers may participate in training not sponsored, facilitated, or provided by the Children's Division to meet the training hour requirement and to meet their training needs as identified on the Professional Family Development Plan, CD-100. These types of trainings are referred to as Other Approved In-Service Training. To receive training credit for trainings not identified in [Section 6 Chapter 2 Subsection 5](#) of the Child Welfare Manual, the CD-114 must be completed.

Prior approval to attend trainings and receive training credit is not required. However, prior approval must be obtained for any monetary reimbursement to be applied for allowable mileage and or babysitting. Obtaining prior approval to participate in Other Approved In-Service Training ensures that training hour credit will be granted.

Training Methods:

The preferred method of training delivery is instructor led. However, training credit may be approved on a case by case basis for viewing a video, reading a book, or participating via a website, etc.

The following guidelines should be followed regarding approved training credit time increments:

- Reading a book; one credit hour for each 100 pages
- Viewing a video; actual viewing time rounded to the hour and half hour increments
- Completion of a web-based training; actual participation time rounded to the hour and half hour increments
- Attending a conference; actual time in training sessions, not to include travel, meal, or personal time
- Completion of College courses; each semester credit hour earned equals 15 hours of training

Form Completion Process:

- The resource provider completes Section A of the CD-114 and submits the form to their licensing worker
- The licensing worker completes Section B
- After the worker obtains his/her supervisor's approval, the CD-114 is returned to the resource provider
- The resource provider completes Section C after completion of the training
- The resource provider submits the CD-114 the final time to the licensing worker for placement in the resource case file and entry of training hour credit in FACES

Appeal Process:

The resource parent may submit an appeal to the Circuit Manger, or Circuit Manger Designee in the Metro areas, if requested in-service training hours are denied by their licensing worker and supervisor. The request should be in writing. The worker and the supervisor must be prepared to provide support for the decision to deny training credit hours. For resource licenses or approvals supervised by private agencies, the resource parent should contact their licensing worker regarding to whom they submit an appeal.

NECESSARY ACTION

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. Review revised Children's Division form as indicated below.
4. 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 Other Approved In-Service Training, Section 6 Chapter 2 Subsection 6 In-Service Training, Section 6 Chapter 2 Subsection 5	
FORMS AND INSTRUCTIONS Resource Family In-Service Training Request, CD-114	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE 210.566 , Foster Parent Bill of Rights and Responsibilities	
ADMINISTRATIVE RULE CSR 13 35-60.030(5) (B) , Minimum Qualifications of Foster Parent(s), Foster Parent Training, In-Service Training.	
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A	
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A	
<u>PROTECTIVE FACTORS</u> 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	