



September 13, 2024

VIA OVERNIGHT COURIER & EMAIL

WARN Coordinator
Missouri Department of Higher Education & Workforce Development
Office of Workforce Development
PO Box 1087
Jefferson City, MO 65102

ETT.DWD@dhewd.mo.gov

Re: *WARN Notice – Signature Psychiatric Hospital*

To Whom it May Concern:

This notice is being provided to you pursuant to the Worker Adjustment and Retraining Notification Act of 1988 (“the WARN Act”). Due to recent circumstances, Signature Psychiatric Hospital (“the Facility”) located at [2900 Clay Edwards Dr., Kansas City, MO 64116](#)- and 2525 Glenn Hendren Dr, Liberty MO, will be completely and permanently closing on or about November 12, 2024. Between now and November 12 Signature will work with state and local agencies to ensure an orderly transition, including for any of our remaining patients to the appropriate services as determined by the clinical treatment team. The Facility anticipates that its closing will result in termination of employment for all the facility’s 124 Full time employees and 30 Part-Time employees beginning on or about the fourteen-day period beginning November 12, 2024. A schedule of positions and the number of affected employees in each job category is attached. The sequencing of layoffs will depend on the timing of ongoing patient and business needs.

In accordance with the WARN Act, and our agreements with our affiliated unions, all employees have been given the required 60-day notice period along with information about benefits, EAP resources, and job placement resources.

If you have any questions or would like additional information related to this closure, please contact our HR Director Tiffini Reed, at Tiffini.Reed@Sphkc.net or call 913.530.5252.

Sincerely,

Casey Webb
Chief Executive Officer



Attachment

SCHEDULE OF AFFECTED POSITIONS

Accounting Assistant	1	Director-HIM	1
Activity Therapist	3	Director-Facility Operations	1
Administrative Assistant	1	Financial Counselor	2
Administrative Clerk	6	Human Resource Assistant	1
Admissions Counselor	12	Licensed Practical Nurse	6
Admissions RN	1	Manager-Activity Therapy	1
Admissions Specialist	1	Manager-Program Mgmt	1
Behavioral Health Associate 1	29	Manager-Milieu	2
Behavioral Health Associate 2	2	Manager-Utilization	1
Behavioral Health Associate 3	5	Medical Records Coder	2
Business Development Representative	3	Medical Records Specialist	3
Case Manager I	3	Patient Account Representative	2
Chief Nursing Officer	1	Recruiter	1
Controller	1	Registered Nurse	26
Counselor 1	1	Staffing Coordinator	1
Director-Admissions	1	Supervisor-Nurse RN	7
Director-Business Office	1	Therapist 1	16
Director-Business Development	1	Therapist 2	4
Director-Human Resources	1	Utilization Review Specialist	3