

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

June 17, 2010

MEMORANDUM**What's Inside:**

Entering  
placement  
changes into  
FACES

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: ENTERING PLACEMENT CHANGES INTO FACES

## DISCUSSION:

The purpose of this memorandum is to inform staff and supervisors of the new required time frame for updating the electronic case record in FACES. As previously stated in [CD09-80](#), the timeliness of updating and approving the electronic case record in FACES is an important aspect of the Adoption and Foster Care Analysis and Reporting System (AFCARS), the National Child Abuse and Neglect Data System (NCANDS), Council on Accreditation (COA) Standards, and the Child and Family Services Review (CFSR).

Staff are relied upon to update the electronic case record in FACES timely and accurately to capture the required information for federal reports and for best practice. Supervisors are also relied upon to approve the electronic case record in FACES in a timely manner to ensure the accuracy of the case record.

COA Standards require information about a new placement to be entered in the case record within 24 hours. Policy previously allowed 2 business days for the change to be made. Effective immediately, if a child moves to a new placement, this information **must** be entered into FACES as soon as possible but no later than 24 hours after the change occurs. The Child Welfare Manual has been updated to reflect the change in policy.

**NECESSARY ACTION:**

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

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| <b>PDS CONTACT:</b><br>Christy Collins<br>(573) 751-9603<br><a href="mailto:Christy.Collins@dss.mo.gov">Christy.Collins@dss.mo.gov</a>   | <b>PROGRAM MANAGER:</b><br>Dena Driver<br>(573) 751-3171<br><a href="mailto:Dena.Driver@dss.mo.gov">Dena.Driver@dss.mo.gov</a> |
| <b>CHILD WELFARE MANUAL REVISIONS:</b><br>Section 4 Chapter 2.2 <a href="#">Placement Activities</a><br>Section 4 Chapter 5.1 <a href="#">Placement in a Resource Family</a><br>Section 4 Chapter 12.4 <a href="#">Placement Activities/Placement Support</a><br>Section 4 Chapter 13.1 <a href="#">Subsequent Placements Within Children’s Division</a> |  |
| <b>FORMS AND INSTRUCTIONS</b><br>N/A   |  |
| <b>REFERENCE DOCUMENTS AND RESOURCES</b><br><a href="#">Adoption and Foster Care Analysis and Reporting System (AFCARS)</a><br><a href="#">National Child Abuse and Neglect Data System</a>  |  |
| <b>RELATED STATUTE</b><br>N/A  |  |
| <b>ADMINISTRATIVE RULE</b><br>N/A  |  |
| <b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b><br><a href="#">COA Standard PA-RPM 7.04</a><br><a href="#">COA Standard PA-FC 12.04</a>  |  |
| <b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b><br>Timeliness of data affects <a href="#">CFSR data indicators</a>  |  |
| <b>PROTECTIVE FACTORS</b><br>Parental Resilience-N/A<br>Social Connections-N/A<br>Knowledge of Parenting and Child Development-N/A<br>Concrete Support in Times of Need-N/A<br>Social and Emotional Competence of Children-N/A   |  |
| <b>FACES REQUIREMENTS</b><br><a href="#">SACWIS Regulation</a>   |  |