

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

May 9 2012

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, DIRECTOR

SUBJECT: FACES and Data Entry Changes for Foster Care Cases

What's Inside:

FACES changes
for Alternative
Care cases

Purpose:

The Administration on Children and Families (ACF) conducts periodic reviews of state reporting processes to ensure accuracy in federal reporting. Missouri underwent a federal Adoption and Foster Care Analysis and Reporting System (AFCARS) review in March 2009. During the review, Children's Division central office and field staff, Foster Care Case Management staff, Information Technology staff and ACF regional office staff assisted in reviewing 110 foster care and adoption cases under the direction of ACF. The paper record was compared to information in FACES as well as to what had been reported through the AFCARS submission. The review evaluated the system in two areas; general requirements and data elements of case level information of children in foster care in regards to Title IV-E. After the review, the Children's Division received a final report identifying issues including recommendations of computer system changes, improvement to data quality and staff training. As a result, Missouri entered into an AFCARS Improvement Plan to make the changes necessary to become compliant.

The improvement plan has consisted of data corrections by field staff, changes made to the ITSD reporting file, and screen changes to FACES. This memorandum introduces new screen changes in FACES pertaining to AFCARS requirements which will become effective May 10, 2012.

Placement Settings

Several significant changes were made to the placement screens.

1) New labels for placement setting levels:

The tiered placement settings were relabeled to provide clarity. The new placement levels are labeled as follows:

Former Label	New Label
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Placement Type	Placement
Sub-Placement Type	Temporary Location
Placement Sub-Type	Temporary Location Type
Secondary Sub-Placement Type	Second Temporary Location
Secondary Sub-Placement Sub-Type	Second Temporary Location Type

2) Automatic closing of temporary settings after day 7:

Based on the policy specifying that temporary settings (MMD, MMH, DET and RUN) are to end after 7 days, FACES will now **automatically** end the temporary setting after the close of business on the 7th day (or after the close of business on the next business day if the 7th day falls on a weekend or holiday) and will cause the temporary setting to become the placement type. This will stop the payment to the previous primary placement provider. Therefore, if a temporary location ends prior to seven days staff will need to enter the date the temporary location ended.. For example, if a child is in a hospital (MMD temporary setting) which ends on the seventh day (April 4 – April 10, 2012), the worker should enter the MMD end date of 4/10/12 before the close of business on 4/10/12 to assure the primary provider continues to receive uninterrupted maintenance.

3) Restricted placement combinations:

Changes were made to disallow certain placement and tiered temporary setting combinations in conjunction with specific legal status types according to policy guidelines. This will reflect a change from previous selections offered in the drop down box when entering placement settings. [Click here for the All Placement Options Matrix](#)

4) Documentation of child’s whereabouts at all times (24/7/365) due to emergency and natural disaster preparedness:

A new code of OTH (Other) has been added in order to capture the temporary location or second temporary location of children who are temporarily away from the placement, such as for summer camp or when on vacation. In addition, temporary location options have been expanded to include RUN, MMD, MMH and DET. This information will be critical to have in FACES during times of emergencies and natural disasters. [Click here for data entry instructions for this change.](#)

Diagnosed Conditions

Per federal direction, medical and mental health conditions should be reported only if diagnosed by a medical or mental health professional. The state must capture the condition as specified by the DSM-IV Manual (mental health conditions) and ICD-9 Manual (medical conditions) including the dates of the diagnosis and the name of the medical professional who made the diagnosis. Severity levels will no longer be determined by staff. FACES was modified to eliminate severity levels and to add all DSM-IV and ICD-9 conditions in a new diagnosed conditions section on the Medical Information Screen. If information is entered in error, an invalidate checkbox has been provided with a comment box to explain the reason for the invalidation after which any reference pertaining to the invalidated diagnosis will no longer display on the screen but will remain in history.

The medical/dental conditions section will remain frozen on the screen to allow staff time to enter actual diagnosed conditions in the new section. Staff should ensure all diagnosed conditions are entered in the new section by the time of the child's next PPRT meeting to assure previous information will be retained.

The previous Mental Health Conditions Section will now be renamed *Psychiatric/Psychological Evaluation Information* and be used to specifically document information related to a psychiatric or psychological evaluation by use of a comment box. However, the diagnosed conditions should still be documented in the new medical section found at the top of the screen. [Click here for data entry instructions.](#)

In care less than 24-hours

Several screens have been modified to reflect twenty-four hour custody for children in legal status one, and legal status two. If a change in legal status occurs or the alternative function is closed and the new status is one day greater than the previous begin date a user will receive a question asking if the child has been in care for less than twenty-four hours. This question will appear on the legal status screen, the court information screen or the function closing screen depending on where the updated information is being entered. [Click here for data entry instructions.](#)

TPR Information

The TPR appeal screen has been updated to limit the appeal selections based on the original decision. For example, if the original decision was Involuntary TPR Granted by court, the appeal decision drop down choices will be limited to "Involuntary TPR Granted by the Court (Affirmed)" or "Involuntary TPR Denied by the Court (Reversed)". There is also a third option of "other"; however, if other is selected the user will need to enter an explanation in the explanation box. The original TPR information will be modified according to the appeal decision as appropriate. [Click here for data entry instructions.](#)

Race Information

Per federal direction, an individual's race is to be self-identified and not prescribed by the worker. This requirement was discussed in Memorandum CD11-79. Direction was also provided for documenting race information for individuals whose race is unknown (for example, due to abandonment or relinquishment under the Safe Place for Newborns Act). In addition, persons who are multi-racial and provide their race information should have all appropriate races selected in FACES. The FACES screen was modified to allow multiple races to be selected when an individual does not have a DCN. For individuals with a DCN, FACES will now display all races that are indicated in the Common Area. [Click here for additional data entry instructions.](#)

Close Reasons

Several modifications have been made to the AC function close reasons in the FACES system. Close reasons are now restricted based on the child's legal status at time of function closing. The close reasons of Goal Achieved and Other were removed. Two new close reasons have been added which are; "Youth Incarceration" and "Case Opened in Error". Two close reasons have been renamed to "Independence Achieved/Emancipation by Court" and "SB 1003 Child Returned to Parent Guardian". [Click here for a list of close reasons allowed by legal status type.](#)

Court Information

The Adoption and Foster Care Automated Reporting System (AFCARS) Details Section for Children in Legal Status 5 was modified for clarification of adoption information.

1) Primary Special Need: The selections remain the same. However, when Medical Conditions is selected, the worker will be required to enter information on the child’s medical information screen in the new Diagnosed Conditions Section discussed earlier in this memo.

2) Adoptive Parent Relationship to Child before the Adoption: These fields have been modified to allow the user to select multiple relationships for the adoptive parent to the child prior to adoption. The screen contains a list of possible relationships and allows the users to select multiple relationships which are applicable to an individual. For example, a user could select the relationships of “foster parent” and “aunt” in the actual relationship box if the child was adopted by the aunt who was the child’s relative foster parent prior to the adoption. At least one actual relationship must be selected for each adoptive parent. [Click here for data entry instructions.](#)

The above enhancements made to FACES combined with careful attention to accurate data entry of AFCARS information by field staff and supervisors will ensure the Children’s Division can provide the most accurate data possible through federal reports. Improved data will provide the opportunity to more thoroughly detail our compliance with the mandates of the Adoption and Safe Families Act, to maximize federal reimbursement for foster care and adoption services provided by the state, and most importantly, to monitor our performance related to the services provided to Missouri’s children and families in the best manner possible.

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:	
PDS CONTACT Carla Gilzow (573) 751-1354 Carla.R.Gilzow@dss.mo.gov	Unit Manager Meliny Staysa, MSW (573) 751-4832 Meliny.J.Staysa@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES Adoption and Foster Care Analysis and Reporting System	

RELATED STATUTE

[Social Security Act, Sections 422\(b\)\(8\)\(A\)\(i\); 471\(a\)\(6\) and 476\(a\); 479; 474\(a\)\(3\)\(C\) and \(D\)](#)
[45 CFR Parts 1355.40 and Appendices to 45 CFR 1355](#)

ADMINISTRATIVE RULE

N/A

COUNCIL ON ACCREDITATION (COA) STANDARDS

N/A

CHILD AND FAMILY SERVICES REVIEW (CFSR)

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

As directed in memo and instructions.