

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

March 20, 2013

What's Inside:
New Investigation
& Assessment
Monitoring screen
in FACES

MEMORANDUM

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF
FROM: CANDACE SHIVELY, DIRECTOR
SUBJECT: NEW INVESTIGATION & ASSESSMENT MONITORING SCREEN IN FACES

DISCUSSION:

The purpose of this memorandum is to introduce the new Investigation & Assessment (I/A) Monitoring screen in FACES. This enhancement is the result of a system change requested, processed, and prioritized by the Change Control Board.

A link to the I/A Monitoring screen will be located on the Investigation & Assessment Home Page. The I/A Monitoring screen not only provides direct links to all other I/A screens in FACES, but carries forward the call number from screen to screen in order to reduce key strokes. The I/A Monitoring screen can also be used as a tool for workers and supervisors to see "Last Completed" dates and "Due Dates" for other required actions such as Safety Assessment, Risk Assessment, and Conclusions

The new I/A Monitoring screen will be available effective tomorrow, March 21, 2013.

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:
FACES Help Desk
1-800-392-8725, option #3

PROGRAM MANAGER:
Leanne Leason
(573) 526-0700
Leanne.D.Leason@dss.mo.gov

CHILD WELFARE MANUAL REVISIONS:

N/A

FORMS AND INSTRUCTIONS N/A
REFERENCE DOCUMENTS AND RESOURCES N/A
RELATED STATUTE N/A
ADMINISTRATIVE RULE N/A
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A
PROTECTIVE FACTORS N/A
FACES REQUIREMENTS As outlined in memo