

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

March 26, 2013

MEMORANDUM

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: FACES MONTHLY NEWSLETTER- March 2013 EDITION

DISCUSSION:

Attached please find the monthly FACES newsletter, [FACES Future, Fixes and Finds](#). This month's newsletter contains such topics as:

- Information regarding Education Level on the Case Member screen
- Completing the Individual Conclusion screen
- Correct data entry for documenting trial home visit
- Helpful information for field staff to have when making a hotline call

Please feel free to submit any topic suggestions for the FACES newsletter to CD.ASKFACES@DSS.MO.GOV.

If you have any questions regarding the information in the FACES Newsletter, please contact the FACES Help Desk at 1-800-392-8725, option #3.

CS/rd

[Attachment](#)