

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

September 2, 2014

What's Inside:

FACES
 Enhancements to
 Resource
 Development and
 Financial Screens

M E M O R A N D U M

TO: REGIONAL EXECUTIVE, CIRCUIT MANAGERS, PROGRAM MANAGERS AND SUPERVISORS

FROM: TIM DECKER, DIRECTOR

SUBJECT: FACES ENHANCEMENTS TO RESOURCE DEVELOPMENT AND FINANCIAL SCREENS

DISCUSSION:

The purpose of this memorandum is to notify staff of changes to FACES. The FACES changes are a result of System Change Requests (CD-34) which have been submitted including issues identified by the policy program unit and the payment unit. The FACES changes will be in place on or about September 15, 2014. Please work with your staff in communicating these changes. The changes include the following:

- The two vendor types, Elevated Needs Level A and Elevated Medical Needs have been added to the Application screen.
- The check box *Home Study Reviewed* has been removed from the Application screen and moved to the Vendor Licensure and Approval and Renewal screen with the correct name, *Home Assessment Reviewed*.
- *Home Assessment Reviewed* added to Vendor Licensure and Approval and Renewal Screen.
- *Home Assessment Reviewed* check box includes check boxes to indicate that all the required parties have reviewed and signed the Home Assessment.
- The only vendor types that are licensed are FH, RH and KH. An edit has been added that allows only the *licensed* status to be selected for those three vendor types. All other vendor types are *approved*.
- Policy allowed Administrative Hold reasons have been added in a drop down box (see policy selections listed below). If "yes" is selected for Administrative Hold, a comment box is available to enter information regarding the Administrative Hold.
 - Incomplete Licensing Requirements
 - OHI in Progress
 - CA/N Investigation in Progress
 - Licensing Concerns
 - Moved to another Circuit/County
 - Significant Change in Household
 - New Birth

- Need a break
 - New Adoption
 - Bio/Adopted Child in Residential
 - Other
- The title of the Supervisory Visit screen has been changed to Licensing Visit. The information required for a quarterly home visit as found on the CD-118, including the Quarterly Summary, will be entered on this screen. The screen will be printed for a hard copy to be placed in the resource file.
 - The Vendor Search and Resource Directory will have a message display by a DVN which indicates if the DVN has ever been revoked or denied.
 - Contact information that is entered in FACES will auto populate to the Household Composition screen, eliminating duplication of data entry.
 - To assist with preventing multiple DVNs assigned to vendors, changes have been made to the Vendor screen to streamline this process. A new vendor can only be added after the completion of a SSN/FEIN search.
 - On the Resource Directory screen, when a user selects Therapy or Supplemental/Other Contract Codes, a further search field will display to allow the user to search for providers who are specifically contracted for a specific service codes. The search field will display a selection of codes in a dropdown box for the user to choose from. The actual set of codes that will display in this dropdown will depend on which contract type is selected (Therapy or Supplemental/Other).
 - For youth placed in a TLS or TLG placement type, a new field requiring the actual physical address of the foster youth will display in the placement section on the Placement Information screen.
 - When adding a new placement on the Placement Information screen, the placement providers will now be automatically added as Case Members. This function will only apply to vendors licensed as Individuals not Organizations. This function will be allowed in Add mode only.
 - A new close reason has been added, *Foster Youth on trial Home Visit/No Plans to Return Youth to this Home*. This will allow a vendor to be closed if child is on THV.
 - A worker at the supervisory level will be able to update the Application screen after it has been approved.
 - A worker at the supervisory level will be able to change a vendor from Individual to Organization or vice versa.
 - A special identified security group has been added at Central Office to have override for making corrections to close reason changes and to delete a vendor when entered in error.

The FACES changes will be in place on or about September 15, 2014. An email will be sent to All CD staff as a reminder the day that the changes are active.

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:

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| PDS CONTACT Elizabeth Tattershall 573-522-1191 Elizabeth.Tattershall@dss.mo.gov | PROGRAM MANAGER Amy Martin 573-751-3171 Amy.L.Martin@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 Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children | |
| FACES REQUIREMENTS As discussed in the content of this memorandum | |