

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

October 22, 2014

M E M O R A N D U M

What's Inside:

Enhancements
and Changes
for the CS-1,
WSA, and
Resource
Service Log

TO: REGIONAL DIRECTORS, FIELD SUPPORT MANAGERS,
CIRCUIT MANAGERS, SPECIALISTS, AND SUPERVISORS

FROM: TIM DECKER, DIRECTOR

SUBJECT: FACES ENHANCEMENTS TO THE CHILD ASSESSMENT AND
SERVICE PLAN (CS-1), WRITTEN SERVICE AGREEMENT
(WSA) AND RESOURCE SERVICE LOG

DISCUSSION:

The purpose of this memo is to inform staff of enhancements to the Child Assessment and Service Plan (CS-1), Written Service Agreement (WSA), and Resource Service Log in FACES. These enhancements are the result of a system change requested, processed, and prioritized by the [Change Control Board](#). These changes and enhancements will improve functionality and accessibility, and decrease duplication.

Child Assessment and Service Plan, CS-1

Children's Division Workers will now be able to print redacted versions of the Child Assessment Service Plan (CS-1) to ensure safety and confidentiality when needed. Information which can be redacted include: placement name and address, mother or father identifying information, sibling identifying information, and placement.

The Original Reason for Placement/Custody/Jurisdiction box will now be auto populated from the Case Open Reason box on the Opening Summary.

In addition, the services offered prior to placement and since placement fields will no longer be manually entered on the CS-1. These services will be pulled from information contained in the Resource Service Log. All services provided to the family should be entered on the Resource Service Log via the AC Monitoring screen to ensure the services provided are populated to the CS-1. In the services offered to prevent removal field, all services with a begin date one year prior to the open date of the alternative care function will be displayed. Services provided prior to and after removal will display in the services offered prior to placement and services offered since placement fields.

Service Agreement

The service agreement in FACES has been modified to be user-friendly and consistent with the Written Service Agreement (CD-14B). To ease data entry, the new service agreement in FACES will:

- Copy goals and tasks from previous service agreements to a new service agreement
- Allow for an unlimited number of goals and tasks
- Capture whether the family participated in, and agreed to the WSA, as well as whether they were notified of their rights at the time the agreement was created
- Include a close service agreement button to allow a user to manually close an open service agreement

Resource Service Log and Directory

The Resource Service Log in FACES will now have the ability to auto populate from the Resource Service Directory, whether it be to authorize a service or to add a service. Staff will have the ability to view suggested services generated from the Resource Service Log. The Resource Service Log may be used in place of the Formal/Informal Service Provider Contact Sheet (14C).

Resource Service Log:

- The ability to sort the Resource Service Log by household members
- The ability to print the Resource Service Log
- The ability to provide staff with a list of suggested services based on the:
 - Strengths and Needs Assessment
 - Risk Assessment
 - Risk Re-Assessment
 - Conclusion

Resource Service Directory:

- The ability to navigate from the service search results to the Service Authorization screen with specific fields auto populated
- The ability to navigate from the service search results to the Resource Service Log with specific fields auto populated
- An authorized service will create an entry in the Resource Service Log.
- Conversion of current authorized services will occur at the time of implementation.

These FACES changes will be effective November 3, 2014. A reference guide detailing these changes can be found on the [FACES Information page](#).

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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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 stated in the memorandum.