

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

July 26, 2016

**What's Inside:**FACES  
Enhancements for  
Older Youth Program  
and NYTD  
Requirements

## M E M O R A N D U M

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS,  
PROGRAM MANAGERS, SPECIALISTS, SUPERVISORS, AND  
CENTRAL OFFICE STAFF

FROM: TIM DECKER, DIRECTOR

SUBJECT: FACES Enhancements for Older Youth Program and NYTD

## DISCUSSION:

The purpose of this memorandum is to introduce enhancements that have been made in FACES. These changes are from improvements desired from the initial implementation of the Older Youth Program referral process and tools conversion to FACES introduced in [CD13-56](#) and from recommendations from the NYTD Assessment Review (NAR) Pilot conducted in SFY15.

The following changes have been made:

**Alternative Care (AC) Monitoring Screen**

The Alternative Care (AC) Monitoring Screen displays a new section entitled "Older Youth" for youth age 14 and older. Older Youth Program tools are displayed in the ongoing activities section showing auto-populated dates of last completion and next due date as applicable.

The following links are located under the new section with the next due date details:

- Adolescent FST Guide (CD94): Displays upon initial completion, 120 days after being in care, and every 6 months.
- Casey Life Skills for Youth: Displays upon initial completion, 120 days after being in care, and annually. Casey Life Skills for Caregiver: Displays upon initial completion, 120 days after being in care, and every 6 months.
- Individualized Action Plan (IAP) Goals (CD94): Displays upon initial completion, 120 after being in care, and every 6 months
- Individual Life Skills Progress Form (CD95): Displays the last day of the month

- Life Skills Strengths/Needs Assessment Reporting Form (CD97): Displays upon initial completion and annually
- Referral-Chafee Independence Services: Displays most recent referral date
- Referral-Transitional Living Group Home/Scattered Site Services: Displays most recent referral date
- Referral- Chafee Aftercare Services: Displays most recent referral date

### **Referral - Chafee Independence Services and Referral - Transitional Living Group Home and Scattered Sites Services Screen**

- Edits were removed on the provider section on the referral screens for Chafee and TL allowing for open ended reporting of “Date of Initial Visit/Interview” and “Comments” section. Past and present dates can be recorded. This will allow providers to capture information accurately.
- Edits were made to allow youth who were adopted, no longer receiving subsidy or with and active AC function, and age 16 and older to be entered as an LS-8 youth for referral for Chafee services. These youth were previously referred via paper referral due to system barriers. When the referral is made, the youth must have been adopted after age 16 in order to be eligible for Chafee. On Legal Status screen if LS 8 is chosen, “Adoption/Guardianship after age 16- No Subsidy” has been added to the type of Chafee dropdown menu.

### **Adolescent FST Guide (CD94)**

This screen has been modified to accommodate federal legislation requirements for credit reporting and documentation of a youth receiving a guide to their rights. Changes to this screen are to improve the current practices and implement changes including youth (14-15) receiving a credit report and showing who has received [“What’s it All About – A Guide for Youth in Out-of-Home Care.”](#)

- The Period Covered dates have been removed. The Date Completed field remains. A new Adolescent FST Guide should be entered after six months of the “Date Completed” however the Date Completed is the date the form was completed, not the six month date following the last FST Guide completion date. The form will only allow update during the six month time period after a “Date Completed.” History on previous period covered dates is available.
- Under Credit Reports section, a box has been added to document credit checks for youth ages 14 and 15.
- Under Self Care/Health section, a checkbox has been added to note if the “What’s it All About? - A Guide for Youth in Out-of-Home Care” has been provided to the youth.

### **Individualized Action Plan (IAP) Goals (CD94)**

The screen has been modified to allow more characters to be entered on the following fields:

- Goal: 150

- Objective: 300
- Task to Accomplish the Goal: 1,000
- Services/Resources to be Accessed: 50

### **Individual Life Skills Progress Form (CD95) and Older Youth Services and Financial Expenditure**

These screens have been combined to reduce the entry required by Chafee Providers, TL Providers, and Children’s Service Workers, allowing for accurate reporting of life skills as well as allowing staff to view the information on one screen. The Individual Life Skill Progress Screen is now the primary screen for entering life skills services and progress for youth. The NYTD Financial Expenditure Screen is view only.

Staff will still be able to view a monthly expenditure report.

- When printing the screen, information in the comments section will now print.
- The invalid button has been removed however a “removed” button remains for entering services in error.
- The number of goals that may be updated at any given time is five. The checkbox beside the goal must be selected in order to update the goal updated.
- The number of services allowable under a goal has been increased from 10 to 20 and the characters per services have been increased to 500. The Other Services has been increased from 75 to 100.

### **Individual**

This screen has been edited to be in compliance with NYTD federal reporting requirements. Previously, this field could only have multiple races selected in the common area but could not have “Unable to Determine” selected if another race was selected. This change allows Children’s Service Workers to select a secondary option to show if there is a difference within the common area. The common area has not been modified.

- The “Possible Race(s)” box and “Actual Race(s)” box from the Individual screen have been removed. Under the current “Race(s)” section, a checkbox for each race combination has been added.
- When a person does not have a DCN, “Unable to Determine” can now be selected along with any other race combinations.
- The multi-select option is replaced with checkboxes for the various races that are provided in the common area:
  - White
  - Black/African American
  - American Indian/Alaska Native
  - Asian
  - Native Hawaiian/Pacific Islander
  - Multi-Racial (This will only display for individuals w/out a DCN that currently have Multi-Racial stored in the existing FACES database.)
  - Unable to Determine

- The race selection that comes from the common area will show a check box and the rest of the races will be disabled. The only additional selection that can be made by staff will be “Unable to Determine”
  - If “Unable to Determine” is selected in the Common Area then this check box will be disabled in FACES.
  - If “Unable to Determine” is not selected in common area, but at least one race is, “Unable to Determine is” enabled in FACES; if this option is selected, the change is saved in FACES to be shown at the next login.
- A new checkbox has been added called “Hispanic/Latino Declined”.

### **Case Member Screen**

A new yes/no checkbox has been added with the question of “Eligible for Membership with Tribe” and has been added on the Native American information on the Case Member Screen. This field is required when “Native American Heritage” is checked. If “Yes” is selected for “Eligible for Membership with Tribe?” completion of the “Tribal Affiliation” textbox is required. The language of “Registered with Tribe” has been changed to read “Registration with Tribe Verified”. The yes/no checkbox will be auto-populated from when 4A-Federally Recognized Tribe is verified “Yes” in the common area. If verified in common area, then “Yes” will be checked on “Registration with Tribe Verified.”.

Just like other information that displays from the common area, this field will be greyed out and not allowed for editing. This field only displays for role of child.

There may be records where the current “Registered with Tribe” field = “Yes” in the FACES database. Since this field will be changed to come from the common area, check if the member has any active cases in FACES where the checkbox = “Yes”. If the member meets the criteria, an informational alert will be sent to the user stating the tribe switch is set to yes in FACES and the user needs to review the information.

- The “Registration with Tribe Verified” question, allowing yes or no, will be pulled from the common area. This field will be disabled and not allow any modification. If this is not updated to the correct selection, the change must be done in the common area by the Department of Health and Senior Services.
- The “Registered with Tribe” field will be pulling from the common area. If the common area has something different than what is currently in FACES, a one-time alert will be given to the worker. This alert will be for any variation of changes.
  - Yes to no, no to yes, blank to either option
  - This will be an action alert shown on the Worker Alert screen. This action alert will notify the worker if a change has been made to the Registered with Tribe field. The language for the alert will read:

**Short Description:** Case Member - Registered with Tribe Verified

**Long Description:** Registered with Tribe Verified has been updated for the following case member: FRED FLINTSTONE/DCN: 12345678. Please ensure the Native American Heritage checkbox has been selected to ensure the Registered with Tribe Verified information displays in FACES.

- The Short Description will be a link that will take the user to the Case Member screen.
  - The Long Description will be what displays when the user clicks the Detail link on the Worker Alert screen.
- Because of the changes in these fields, and the potential for there to be some fields that do not match what was in FACES with what is in the Common Area, particularly when the Common Area is updated, if the two areas do not match, an 'Action' alert will be sent to the Children's Service Worker as stated above.

<b>NECESSARY ACTION</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children's Division staff.</li> <li>2. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT</b> Sally A. Gaines (573)522-6279 <a href="mailto:Sally.A.Gaines@dss.mo.gov">Sally.A.Gaines@dss.mo.gov</a>	<b>PROGRAM MANAGER</b> Amy L. Martin (573)751-3171 <a href="mailto:Amy.L.Martin@dss.mo.gov">Amy.L.Martin@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b>	
N/A	
<b>FORMS AND INSTRUCTIONS</b>	
N/A	
<b>REFERENCE DOCUMENTS AND RESOURCES</b>	
N/A	
<b>RELATED STATUTE</b>	
<a href="#">John F Chafee Foster Care Independence Act (1999)</a> <a href="#">Fostering Connections and Increasing Adoptions Act (2009)</a> <a href="#">The Preventing Trafficking and Strengthening Families Act (2014)</a>	
<b>ADMINISTRATIVE RULE</b>	
<a href="#">45 CFR Part 1356 Chafee National Youth in Transition Database; Final Rule</a>	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b>	
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: <http://dss.mo.gov/cd/info/cwmanual/philbase.pdf>

Social and Emotional Competence of Children: N/A

**FACES REQUIREMENTS**

Alternative Care (AC) Monitoring Screen

Referral - Chafee Independence Services

Referral - Transitional Living Group Home and Scattered Sites Services Screen

Adolescent FST Guide (CD94)

Individualized Action Plan (IAP) Goals (CD94)

Individual Life Skills Progress Form (CD95)

Older Youth Services and Financial Expenditure

Individual

Case Member Screen