

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

March 1, 2017

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF
FROM: TIM DECKER, DIRECTOR
SUBJECT: AC/FCS FUNCTIONS SPLIT IN FACES AND SIBLING TRACKING
DISCUSSION:

The purpose of this memorandum is to inform staff of changes to the Family-Centered Services and Alternative Care functions in FACES. As of the date of this memo, staff will no longer open FCS functions on families when children are placed in alternative care. An AC function for each child will still be opened.

All documentation regarding the family (parents, relatives, etc.) will be made under the AC function (selecting multiple AC functions if there are multiple children). Changes have been made to the AC function to allow items such as risk and safety assessments to be completed within this function.

The exception to this will be children who come into CD custody that do not spend a night in an out of home placement (most often with a non-offending parent). Staff should not open an AC function for these children; instead case activities should be tracked with an open FCS function.

When this change is implemented, all FCS cases with associated AC functions opened will be automatically closed, with exceptions noted later in this memo.

The following related items have been addressed during the testing of this process:

1. Service Authorizations-Currently when opening a new service authorization for Protective Services, FACES requires an open FCS case. A system change has been made to show both AC and FCS options so a worker can authorize services for parents and children on both types of cases. The system will no longer require an FCS to be open to authorize services.

Due to this change, cases with current service authorizations open through the FCS function will not be automatically be closed. When the service authorization ends, staff should manually close the FCS case and re-authorize the service under the AC case (if needed).

2. FCCM Referral-Currently when making a referral to a foster care case management (FCCM) agency for an open AD case, the system requires an open AC or FCS case. Changes have been made to the edit so as long as there is an AD case open, the referral can be made.
3. Conclusion screen (I/A) - Currently FACES requires you to indicate an FCS case is being opened when a hotline is concluded as needing services. A value of "Alternative Care Case only" has been added to the dropdown box to indicate the kids came out of the home. When this new value is selected, it will bypass the requirement to open an FCS case.

Family View Screen

As part of these changes, a new screen has been added to the AC function. The family view screen can be found under AC Monitoring, AC Information, and General Functions. This screen will show the children and parents identified in FACES for each child. This screen has options that will allow certain household members to be hidden from the screen.

For existing AC functions, workers will need to go to one of the screens listed above to populate the Family View. They will be required to fill out the "whereabouts" of each member. For new AC cases opened after implementation, completing the Family View screen will be completed at the time of case opening. Once the AC case is active with a completed Family View, any corresponding FCS case that had been opened will be automatically closed and all service authorizations will be end dated. Service authorizations will need to be reopened under the AC function as appropriate.

The screenshot shows the 'Family View Information' screen. At the top, there are navigation links for 'Child Welfare Manual', 'FACES Home Page', 'CD Forms', 'Case Management Home Page', and 'General Functions Home Page'. Below this, the 'Case #' is displayed, along with 'Case Names: ALLISON PAIGE KINDIG, JAMES MICHAEL BRACKNEY'. A 'Conditions Associated with the Removal' section lists 'Inadequate Housing, Parent Drug Abuse'. A 'Display Criteria for Parents/Other Household Members' dropdown is set to 'Display All Parents/Other Household Members'. The main section is titled 'Member Information' and contains three rows of data:

CHILD							
Child's Name						Date of Birth	
Race	Gender	DCN	SSN			Whereabouts	In Home - Alternative Care Aftercare (1)
White	Female						
Court Action: No Responsibility Placed with Children's Division by Court							
Child Address:						County:	Court Information
						Greene - 077	
Alternate Care Open Date: 11/19/2014				Alternate Care Close Date: 04/21/2016			
Case Manager Name/ID: Jason Kierby / HEAR207				Case Manager County: Greene			
Case Manager Begin Date: 11/19/2014				Case Manager County Begin Date: 11/19/2014			
PARENT/GUARDIAN/OTHER							
<input type="checkbox"/> Hide Member	Parent/Guardian Name					Date of Birth	
	Race	Gender	DCN	Phone Number	Relationship to Child	Whereabouts	
	White	Female			Natural Parent	In Home (2)	
Parent/Guardian Address							
<input type="checkbox"/> Hide Member	Parent/Guardian Name					Date of Birth	
	Race	Gender	DCN	Phone Number	Relationship to Child	Whereabouts	
	White	Male			Natural Parent	Out of Home (6)	
Parent/Guardian Address							

Family Centered Services (FCS) Information

One new open reason has been added on the FCS information screen to indicate when a case is opened after an Alternative Care case was closed. This reason is labeled “Alternative Care Case Closed – Reopen FCS”. Existing open reasons will remain the same.

A “Conditions for Opening – Areas of Services Needed” section has been added on the Family Centered Services (FCS) Information screen. Staff will be able to select all the conditions applicable to provide more detail to the FCS case opening reason.

FCS “Conditions for Opening – Areas of Services Needed” now include the following reasons, available on a drop-down list:

- Abandonment
- Caretaker Inability to Cope
- Child Alcohol Abuse
- Child Behavior Problem
- Child Disability
- Child Drug Abuse
- Education
- Emotional/Mental Health
- Inadequate Housing
- Neglect
- Parent/Caretaker Alcohol Abuse
- Parent/Caretaker Drug Abuse
- Parent/Caretaker Incarcerated
- Physical Health
- Sexual Abuse

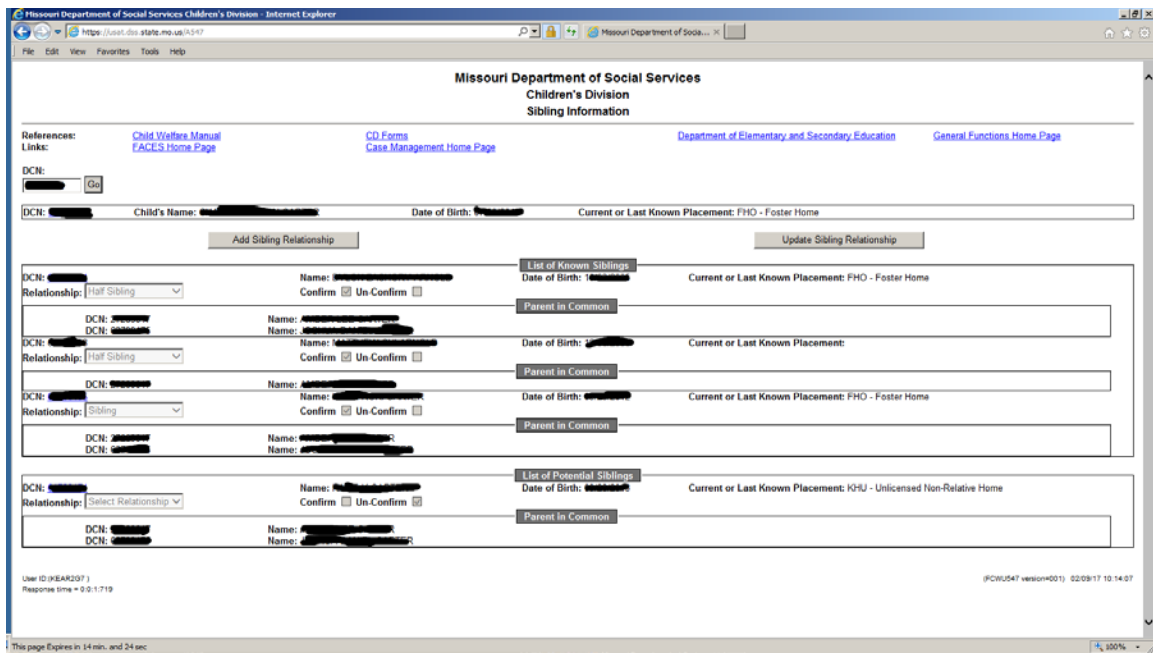
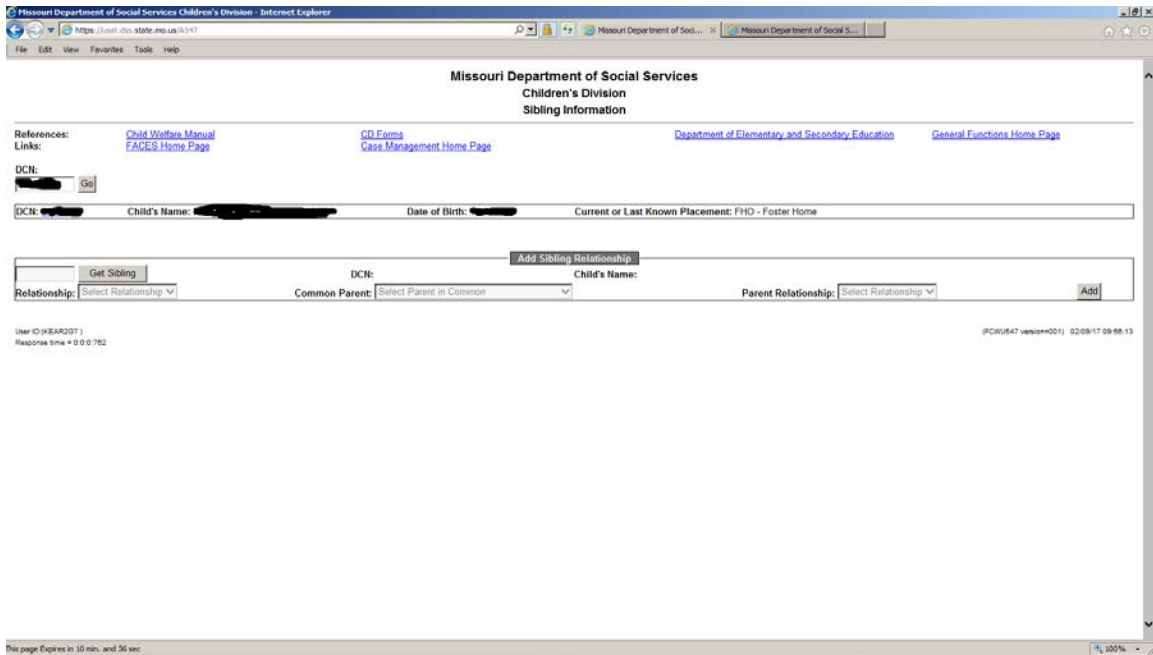
Two new close reasons have been added to the Function Closing screen. These options are used to indicate the case was opened in error or the child came into Alternative Care.

Sibling Tracking in FACES

Another new addition to FACES is functionality to indicate siblings and possible siblings. This will be on a new screen titled Sibling Information. This screen is located under General Functions in FACES.

When a DCN is entered, staff will be able to add a sibling relationship to a child via the siblings DCN. FACES will also prompt suggested potential siblings to a child based on parental relationships found in the system. Staff will be able to confirm or un-confirm these siblings. The definition of sibling used includes half-siblings. Non-critical alerts will be sent to workers when potential siblings are found.

It should be noted that siblings found via I/A screens are identified on a per call basis.



NECESSARY ACTION

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

<p>PDS CONTACT Jason Kearbey 417-895-6414 Jason.L.Kearbey@dss.mo.gov</p> <p>Crystal Wilson 573-522-9306 Crystal.L.Wilson@dss.mo.gov</p>	<p>MANAGER CONTACT Ivy Doxley 573-526-1422 Ivy.C.Doxley@dss.mo.gov</p> <p>Leanne Leason 573-526-60700 Leanne.D.Leason@dss.mo.gov</p>
<p>CHILD WELFARE MANUAL REVISIONS N/A</p>	
<p>FORMS AND INSTRUCTIONS N/A</p>	
<p>REFERENCE DOCUMENTS AND RESOURCES http://dssweb/cs/faces/presentations/fcs-model-and-sibling-data.pptx</p>	
<p>RELATED STATUTE N/A</p>	