



Practice Alert

Vendor Begin and End Dates in FACES

It is imperative that begin and end dates for those vendors who have multiple vendor types coincide.

Per Missouri Revised Statute 210.486, the Children's Division issues the Foster Home license for a two year period. After a provider is licensed to provide foster care, they may choose to pursue being approved for other vendor types such as Level A, Level B, Medical, Group Home, or Adoptive Home. When opening a new vendor type, the end date must be the same as the foster home license end date. At this time, Level A and Medical resource providers are contract amendments to the Foster Home License, and do not require opening a new application.

This policy should be followed regardless of the number of years a provider has had a Foster Home license, or at what interval during the two year Foster Home licensing period they become approved for an additional vendor type. The end date for any added vendor type must be the same as the end date for the current Foster Home License. When there are multiple vendor types for one provider that have different begin and end dates, it creates errors and problems in the training screens, and for entering cooperative agreements. It also has prompted workers in the past to have vendors be fingerprinted too often, as explained in Practice Alert, [PA09-RD-04](#), published July 23, 2009.

This was a problem prior to FACES conversion. However, with FACES conversion it is **imperative** that the discrepancy of begin and end dates be corrected.

There are three (3) foster care licenses, FH, RH, and KH. All other vendor types are approvals for level of care after a license is open.

Workers shall do the following.

1. Review all the resource providers in your case load for those who have multiple vendor types.
2. For those resource providers who have multiple open vendor types, use the end date of which ever **License FH, RH, or KH**, is to expire first.
3. Change the end date on the other vendor type (s) to be the same **as the end date of the license** identified in step #2.

4. When that end date comes, you will renew all the vendor types for that provider and they will all now have the same begin and end dates.

Workers shall have each of the resource providers on their case load revised in FACES to indicate all their vendor types with the same end dates by **April 1, 2011**.

One more important practice to remember: Workers should begin to identify what re-licensure requirements are necessary to complete the re-licensure timely, 120 days prior to the expiration date. Such requirements include but are not limited to, fingerprinting, Home Assessment renewal, and training hour requirements. Do not allow licenses to expire as instructed in the email sent to all CD staff, November 2, 2010.

There continues to be a FACES problem for homes placed on Administrative Hold due to not completing the license renewal requirements. A license placed on Administrative Hold will expire. Workers must follow the instructions provided in the FACES work-around sent via email November 19, 2010.

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