



Practice Points

Entering Worker with Child Visits and Worker with Parent Visits Accurately and Timely in FACES

The purpose of this practice point is to remind staff of the importance of conducting worker with child visits prior to the last day of the month and of documenting the visits accurately and timely in FACES.

The FACES Personal Home Page should be utilized by case managers to determine if a worker with child visit has been completed. A child for whom an actual *Worker with Child* visit in the current month has **not** been entered into FACES will be displayed. Staff should use this tool to help monitor and assure worker with child visits are being made consistently and timely.

When documenting a worker with child visit in FACES on the Contact List, staff should choose:

- *In Person - Initiated by CD or Initiated by Contact;*
- *In Child's Placement* (unless point of contact is other than the placement address);
- *Worker with Child;*
- *Other Individuals Involved* – identify other individuals **actually present** during the visit;
- *Functions Associated with the contact.*

When children are on Trial Home Visits and the AC case remains open, the worker can select the purpose types of *Worker with Child* and *Worker with Parent*. The point of contact would be *In Child's Placement*. This would prevent the need for double entry of the child's visit and the parent's home visit.

When documenting a worker with parent visit in FACES, staff should choose:

- *In Person - Initiated by CD or Initiated by Contact;*
- *Household address; 24-hour address; or Incident address* (unless point of contact is other than the resident address);
- *Worker with Parent, Worker with Absent Parent or Initial Visit;*
- *Other Individuals Involved* – identify other individuals **actually present** during the visit;
- *Functions Associated with the contact.*

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