

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

March 10, 2014

What's Inside:

FCS Open
Function and
Monthly
Summary
Modifications

M E M O R A N D U M

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF

FROM: TIM DECKER, DIRECTOR

SUBJECT: NEW FCS OPEN FUNCTION IN FACES AND ENHANCEMENTS TO MONTHLY SUMMARY SCREENS

DISCUSSION:

The purpose of this memorandum is to inform staff about modifications to remove the current Family-Centered Services (FCS) Referral and Referral Decision process from FACES and add a new process for opening an FCS function. In addition, improvements have been made to the date and text box fields on the existing FCS Opening Summary, Alternative Care (AC) Opening Summary, FCS Monthly Progress Summary, and AC Monthly Progress Summary views on the case narrative screen in FACES.

These enhancements are the result of a system change requested, processed, and prioritized by the [Change Control Board](#). These changes will reduce duplication and improve data accuracy.

FCS Open Function

The new process to open an FCS case works similarly to opening an AC function. Staff shall go through Case Intake, select FCS, and choose an existing case number or have a new number assigned. The FCS function will require the following when opening a new FCS case:

- Open Date
- Priority Status
- Open Reason
- Address
- Case Members
- Whereabouts

The process to open an FCS case from an investigation or assessment will not change.

Opening Summary

On the opening summary screen, the “date from” field will be the date the case was opened and the “date to” field will be the date the case was opened plus one day. The new summary sections for FCS and AC opening summaries are listed below and will be mandatory.

FCS Opening Summary

- Case Open Reason
- Prior History of the Family
- Cultural Diversity of the Family
- Know Your Rights Brochure
- Identify the Needs of the Family

AC Opening Summary

- Case Open Reason
- MSW Consultation Completed (Who/When)
- Initial Diligent Search
- Cultural Diversity of the Family
- Know Your Rights Brochure
- Indian Child Welfare Act (CD-116 and CD-123)
- Identify the Needs of the Family
- Least Restrictive Placement Section

Monthly Summary

On the first monthly summary the “date from” should be one day after the “date to” field on the opening summary.

After the first month, all monthly summaries should run from the first day of the month to the last day of the month. **The date fields will be auto populated for a full month.** Monthly summaries must be completed in chronological order. If a worker has several summaries to complete, they must be completed in date order. The system will not allow a month to be skipped. Below are examples of how dates should be entered:

- Case Opening Summary: All fields required
Date From: 03/15/14 Date To: 03/16/14
- First Monthly Progress Summary: All fields required
Date From: 03/17/14 Date To: 03/31/14
- Monthly Progress Summary
Date From: 04/01/14 Date To: 04/30/14
- Closing Summary
Date From: 05/01/14 Date To: 05/15/14

The new summary sections for the FCS and AC monthly summaries are listed below. Examples detailing what information should be included in each section can be found in Section 5 Chapter 1 Attachments [A](#) & [B](#) of the Child Welfare Manual.

FCS Monthly Summary

- Household Makeup
- Safety Concerns
- Parent Protective Capacities
- Parent's Progress towards WSA
- Collateral Contact
- Court Outcome (if applicable)
- Absent Parent Role
- Cultural Diversity of the Family
- Case Goal (if applicable)
- Additional Information
- Supervisor Consultation

AC Monthly Summary

- Safety Concerns
- Parent Protective Capacities
- Permanency Plan/Concurrent Plan
- Parent's Progress towards WSA
- Visitation Plan
- Parent/Child Visits
- Sibling Visits
- Worker Visit with Parent
- Type of placement and why
- Sibling Separation (if applicable)
- Child's Health/Dental/Medical/HCY
- Child's Education
- FST/PPRT Meetings
- Court Outcome (if applicable)
- On-going Diligent/Parent/Extended Family Search Efforts
- Absent Parent Role
- Incarcerated Parent Contact (if applicable)
- Cultural Diversity of the Family
- Additional Information
- Supervisor Consultation

All fields must be completed in the initial FCS and AC monthly summary. Subsequent FCS and AC monthly summaries will auto populate from the previous month except for the fields of Supervisor Consultation, Parent/Child Visits, and Sibling Visits. Each month, all fields should be updated with current information.

Monthly Summaries are not required on cases during the month of closing. The closing summary can be used to summarize the monthly activities.

Supervisor Comments

A comment text box has been added in the supervisor approval section for all summary types. The text box is mandatory when denying a summary.

These changes will be effective tomorrow's date. The new functionality for monthly summaries will only show when a new summary is entered.

NECESSARY ACTION	
<ol style="list-style-type: none"> 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: 	
PDS CONTACT Crystal Wilson (573) 522-9306 Crystal.L.Wilson@dss.mo.gov	PROGRAM MANAGER Christy Collins (573) 751-9603 Christy.Collins@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS Section 5 Chapter 1.4 Recording Guidelines - Family Assessments (Ongoing Work with Families) Section 5 Chapter 1 Attachment A FCS Opening and Monthly Summary Example Section 5 Chapter 1 Attachment B AC Opening and Monthly Summary Example	
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	
Parental Resilience- N/A Social Connections- N/A Knowledge of Parenting and Child Development- N/A Concrete Support in Times of Need- N/A Social and Emotional Competence of Children- N/A	
FACES REQUIREMENTS	
As noted in the memorandum.	