

# Practice Alert



## FACES Data and the Fair Hearing Process

When the decision is made and the process has been initiated to revoke a resource provider's license or approval, the license or approval status of the resource home must be placed on **Administrative Hold** on the Vendor License, Approval and Renewal Screen in FACES prior to the expiration date of the license or approval. Details should be entered in the comments section regarding the reason for the **Administrative Hold**. The home remains on [Administrative Hold](#) while the resource parent(s) exercise the right to a fair hearing.

Specific information is entered on the Vendor Appeal Screen in FACES regarding the informal review and conclusions made by the hearings officer, division director and civil court.

Instructions for FACES data entry are provide in the [FACES Instructions for Resource Licensing and Resource Approval](#) manual.

If the resource home is 30 days from expiration, the license should be renewed and then immediately placed on **Administrative Hold** while the resource parent(s) continue to exercise their fair hearing rights. In the comments box for the Administrative Hold enter detailed information including the home is in the appeal process and the decision has not been finalized. Do not let the resource home expire as instructed in PA13-RD-01.

Please refer to previous practice points and alerts that address Fair Hearings:

[PP09-RD-05](#)

[PP10-RD-01](#)

[PA13-RD-01](#)

For detailed instructions about the Appeal Process, please refer to [Fair Hearing Policy](#), Section 6 Chapter 7 Subsection 1, in the Child Welfare Manual.

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Issued: 09/07/2017