



Practice Alert

Preferred Name Field Added To FACES

The purpose of this Practice Alert is to introduce a new field in FACES to document an individual's chosen or preferred name.

Many people use a first or full name that differs from their legal name for various reasons. For example, an individual may prefer to use:

- A middle name instead of a first name
- A nickname
- A shortened version of a first name
- An anglicized name – to make or become English in sound, appearance, or character
- A name that better represents the individual's gender identity

The Preferred Name field allows staff to document an individual's preferred or chosen name and, therefore, should only be entered into FACES after receiving the individual's verbal consent.

The preferred name will not replace the individual's legal name associated with the DCN; the legal name will continue to appear throughout FACES and all on documents or forms generated from FACES.

The Preferred Name field is available in the Investigation/Assessment and Case Management function areas – AC, FCS, IIS, FRS, ICPC. And, until further system updates are completed, only the ICPC screens will display the preferred name in the header. For all other function areas, the preferred name will display on the Individual screen; staff should refer to this screen to see if a preferred name is documented.

To document an individual's preferred name:

- Go to the Individual screen and enter the DCN, or click on the individual's DCN hyperlink from any case management function area to be directed to the Individual screen.
- Click Update
- Add the individual's Preferred First Name and/or Preferred Last Name in the text fields provided.
 - The fields accommodate 50 characters, ample space to note additional, helpful information such as preferred pronouns, if requested, or privacy/confidentiality considerations. For example, a youth or individual may share their preferred name with the case manager and select team members, but has specifically requested their preferred name not be shared with or used around their family or others.
- Click Add or Update

Please be cautious that preferred names may change and, if documented in FACES, should be confirmed with the individual and modified or deleted, as appropriate.

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