

Practice Alert



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Instructions for Initial Contact Entry for Multi-Disciplinary Team Members

The purpose of this Practice Alert is to clarify how a Multi-Disciplinary Team (MDT) Member's initial contact with the child(ren) shall be entered in FACES.

When using a multi-disciplinary team member for initial child contact on a hotline report, staff shall enter the contact in the following manner in FACES:

- Contact Communication must be put into FACES under the MDT contact member.
- Contact Type must be either
 - "In Person – Initiated by CD" or "Phone – Initiated by CD".
- Purpose must be "Initial Visit"
- For the question "Multi-Disciplinary Team Member ensured initial safety of the following children:" to display:
 - The worker must document an in-person or phone contact with a participant/case member with a role of
 - Guardian Ad Litem,
 - Court Appointed Special Advocate,
 - Law Enforcement,
 - Service Provider
 - School Liaison.
- This question will be followed by two checkboxes: "Yes" and "No". The worker would mark "Yes".
- A victim and non-victim household children box will display and list all the children on the call/case.
 - Select the children for whom safety was assured by the MDT member.
- The names of the children must also be included in the field "Other Individuals Involved".
This communicates the children were seen in person by the MDT member and the contact will appear on the Contact Communication Log for the children.

Consider all prior instructions on how the MDT contact should be entered into FACES rescinded.

It is important to document contacts shortly after they occur; best practice would be same day or within twenty-four (24) hours. Data regarding timely initial contact between MDT Members and the children will be extracted based on the entry instructions provided.

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