

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

OCTOBER 28, 2021

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF
FROM: JOANIE ROGERS, INTERIM DIRECTOR
SUBJECT: CHANGES TO THE MEDICAL INFORMATION SCREEN IN FACES
DISCUSSION:

The purpose of this memorandum is to introduce the changes made in FACES to the Medical Information Screen. The primary changes include:

- Adding a field in the "Current Prescribed Medications" section to enter the date when the Informed Consent For Psychotropic Medication (CD-275) form was completed, a comment box to enter what psychotropic medications were reviewed for informed consent and who gave informed consent. The date on the form should reflect the date verbal consent was given.

Consent for any psychotropic medication will expire 365 days from the date the case manager signs the CD-275. In an effort to prompt the case manager to complete a new CD-275 prior to expiration, FACES will generate an alert at 90, 60, and 30 days prior to that date. If informed consent has expired, the case manager will receive an alert to complete a new CD-275 immediately.

- Adding a field in the "Medical Examination History" section to enter the date a referral was sent to the Center of Excellence and a comment box to identify if the referral was for an Automatic, Mandatory, Secondary review or a clinical consultation.
- Adding a field in the "Medical Examination History" section to enter the date of the appointment with the prescriber who performed the examination and a comment box to enter any follow-up recommendations for a three (3) or six (6) months visit.
- Adding a field in the "Identifying Information" section to enter the date the child was weighed. The child's weight should be updated every quarter. The date should be when the weight was taken, not the date of entry.

The DSM section has been modified to reflect current practice. Any previously entered DSM diagnosis will show as historical records. Any historical records cannot be updated. The DSM section will auto populate from the Diagnosed Condition. Any diagnosed conditions selected that fall under a mental health diagnosis will show in the DSM section automatically.

The process to enter an Examination has been revised. To add an exam, select add medical examinations. There will be a drop down box to select the type of exam to include, but is not limited to, 30 day Healthy Children and Youth (HCY), Annual HCY and Prescriber. There is a show previous exams button to view all entries. There is an option to invalidate an exam if incorrect information has been entered.

Please ensure that you provide a comment as to why the exam was invalidated. Only the most recent exams will show on the Medical Information screen. All prescriber appointments should be entered each time a child is seen.

The Medical Information Screen changes will display on the Child Assessment and Service Plan CS-1, Adolescent FST Guide CD-94, and Life Skills Strengths/Needs Assessment Form CD -97 sections in FACES.

There is a direct link to the Medical Information Screen from the Case Management Screen. This will help entry of medical information to be more efficient without having to return to the Alternative Care (AC) information screen or AC monitoring screen.

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division and contracted staff. 2. Review revised Child Welfare Manual chapters as indicated below. 3. All questions should be cleared through normal supervisory channels and directed to: 	
PROGRAM SPECIALIST CONTACT	MANAGER CONTACT
Larry Smith Program Specialist 573-522-8303 Larry.K.Smith@dss.mo.gov	Melissa Kenny Health Specialist – Unit Manager 660-543-5083 Melissa.L.Kenny@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS	
Chapter 4 Working With Children, Subsection 3 – Medical and Behavioral Health Planning	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE N/A	