

Practice Alert



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Entering Trial Home Visits in FACES

Correct data entry when children go home on a trial home visit is important for many reasons such as knowing the physical location of a child in case of emergency or natural disaster, sharing information with other agencies such as Child Support Enforcement, impacts on IV-E and social security eligibility.

The agency needs to have the most accurate and current information to prevent disruption in services. For example, incorrect information in the FACES system (such as entering “O – out of placement” for a Trial Home Visit) can lead to discontinued Medicaid services. Also, information gathered from the FACES system is used for Federal and State reporting purposes.

To enter a child on trial home visit staff should complete the following:

- Go to Placement Information Screen
- Click View Temporary Location button
- Click New Temporary Location button
- Input the Temporary Location begin date (date trial home visit began)
- Input the Temporary Location Reason “07- Case Plan Achieved”
- Temporary Location is left as “select current location” (this will show blank when finished)
- Temporary Location Type is “A- Trial Home Visit” (The system automatically only lets you select ‘A’ Trial Home Visit type)
- Maintenance Level will automatically show No Maintenance Payment
- Enter the parents name in the Vendor Information box.
- Enter the parent's address in the Vendor Information box. A vendor number should not be entered for a trial home visit.
- Enter the Residence County to show where the child resides.
- Hit Add.

* Temporary Location Begin Date: 04 03 2020 Temporary Location End Date: [] [] []

Temporary Location Reason: 07 - Case Plan Achieved

Temporary Location: []

* Temporary Location Type: A - Trial Home Visit

Maintenance Level: [No Maintenance Payment \(3\)](#)

Effective Begin Date: 04 03 2020 Effective End Date: [] [] []