

Practice Alert



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Issued by: Health Information Specialist Unit

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FACES PLACEMENT SCREEN UPDATE

The purpose of this Practice Alert is to inform staff of the changes made to the Placement Screen in FACES. [PA21-CM-04 Revised Children's Division Forms](#), provides the placement requirements for the Health Care Information Summary (CD-264), Monthly Medical Log (CD-265), and Child/Family Health and Developmental Assessment (CW-103) forms. The Placement screen has been revised to document the delivery of these forms to the resource provider or residential care provider. Here is a sample section of the Placement Screen.

* Placement Begin Date:

* Placement Reason:

* Placement Mode:

* Placement Type:

* Pre-Adoptive Placement:

* Family Structure:

* Provided Resource Parent with Health Care Information (CD 264):

* Provided Monthly Medical Log (CD 265):

* Provided Child/Family Health and Developmental Assessment (CW 103):

* For Child under age 2, discussed Safe Sleep Practices:

To complete the screen staff should document the following:

Placement Begin Date

- The case manager should place the date the child/youth was placed with a resource provider, residential care provider or other placement arrangement.

Provided Resource Parent with Health Care Information (CD264)

Provided Monthly Medical Log (CD 265)

Provided Child/Family Health and Development Assessment (CW-103)

- In the "Make Selection" box there will be a "Yes" and "No." If the case manager selects "Yes" the case manager will be required to place a date when the forms were provided to the resource provider or residential care provider. The date fields in the FACES placement screen should match the date(s) listed on the forms in the [Alternative Care: Verification of Receipt of Documents & Information \(CD-301b\)](#).
- Select "No" if the forms were not provided at the time of placement. If the case manager selects "No" an alert will be generated to inform the case manager to provide the necessary forms. When the case manager provides the forms they will be required to return to the Placement screen, select update, correct current placement, change the "No" to "Yes," and provide the date the forms were presented to the resource provider or residential care provider.

As a reminder, importing these forms into OnBase on a prompt and consistent basis will allow Children's Division to provide current information to guide the care and services for children in Children's Division custody.

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