

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

August 2, 2007

MEMORANDUM**WHAT'S INSIDE:**

FACES

Casemanagement  
Implementation and  
Conversion

MEMORANDUM FOR CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: FAMILY AND CHILDREN ELECTRONIC SYSTEM (FACES)  
IMPLEMENTATION OF CASE MANAGEMENT

On August 4-5, 2007, the implementation process for the FACES Case Management component will begin, and Alternative Care and Family Centered Services legacy data for Circuit 19 (Cole County) will be converted to FACES.

To successfully implement FACES Case Management and convert Cole County data, the legacy systems transactions, as well as the FACES transactions will be disabled. The schedule for these weekend activities is as follows:

**Note: You will not have access to data in legacy or FACES during this time.**

Step	Activity	Saturday, August 4, 2007
A)	FACES and legacy transactions will be disabled.	Begin at 12:01 am
B)	Implementation of FACES Case Management component by technical staff.	Begin at 12:00 am
C)	Execute automated clean-up programs to fix invalid FCS/ACTS legacy data.	Begin at 12:30 am
D)	Execute automated programs to move FACES production data to the new Case Management FACES database.	Begin at 12:30 am
E)	Execute programs to collect Circuit 19 (Cole County FIPS: 051) data from FCS and ACTS legacy PROD.	Begin at 8:30 AM
F)	Execute conversion programs to move legacy FCS and ACTS data into FACES for Circuit 19 (Cole County FIPS: 051).	Begin at 12:00 PM
G)	Re-enable all FACES and legacy transactions.	8:00 PM

**Contingency Plan:** If by 12:45 PM, Steps A through E have not successfully completed, a decision will be made whether to postpone Step F until Sunday (beginning again at midnight Saturday). Staff will be notified on Saturday, August 4, 2007, via E-mail if a postponement is necessary.

An E-mail notice will be sent after the implementation and conversion have completed successfully, when the legacy and FACES transaction are again available.

**Statewide Training**

Preparations for train-the-trainer sessions and statewide training are being finalized and will be distributed as soon as possible.

**NECESSARY ACTION**

1. Please review this memorandum with all Children's Division Staff.
2. All questions should be cleared through normal supervisory channels.
3. For technical assistance, call 1-800-392-8725 (ITSD Help Desk) and select Option "3" to contact FACES Application Support.

PN/LH