

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

June 15, 2010

MEMORANDUM

**What's Inside:**

FACES system  
modifications

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND  
CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: FACES MODIFICATIONS

DISCUSSION:

The purpose of this memorandum is to introduce several new FACES system modifications. These modifications are a result of the AFCARS review and a continued effort to ensure that FACES supports Children's Division policy and practice. All changes outlined below are **effective Thursday, June 17, 2010**.

**Primary and Concurrent Plans**

Primary and Concurrent Plans are documented on the Family Support Team (FST) screen in FACES. To support current policy/practice, FACES will no longer allow entry of matching Primary and Concurrent plans.

For example, if 'Reunification' is selected as the Primary Plan, this option will no longer be listed in the dropdown box when selecting a 'Concurrent Plan'. The same will apply if the 'Concurrent Plan' is selected first. The option selected for 'Concurrent Plan' will not be available in the 'Primary Plan' dropdown options.

**CPS-1 Public Review Copy**

FACES will now offer the option of printing a CPS-1 for Public Review. This 'Print CPS-1 Public Review Copy' button will only be available on the Conclusion screen for call types equal to CA/N and only after a supervisor has approved a conclusion. This modified version excludes the following sections:

1. Reporter information (including reporter descriptions, Questions 9, 10 and 11 from Protocol Entry, reporter contact information, etc.)
2. Prior history information
3. Maltreatment pathways information

Please note that the 'CPS-1 Public Review' version does not guarantee that all relevant information is redacted. It is intended to reduce the amount of information that the worker is required to manually redact. Staff must still carefully review all documents prior to release to ensure that all information has been appropriately redacted in accordance with policy.

A cover sheet prints with the 'CPS-1 Public Review Copy', but it does not display when viewing the form. The cover sheet states:

**“DO NOT RE-RELEASE THIS CONFIDENTIAL DOCUMENT TO ANYONE EVEN IF THEY ARE ALSO AUTHORIZED TO OBTAIN A COPY OF THIS DOCUMENT FROM THE DIVISION. PLEASE DIRECT ALL REQUESTS FOR CONFIDENTIAL RECORDS TO THE CHILDREN’S DIVISION.”**

The cover sheet must be attached to the 'CPS-1 Public Review Copy' each time it is released to outside parties.

**Court Information:**

FACES will now auto populate the 'Hearing for Functions' checkbox for Alternative Care Functions on the Court Information screen. When a new court hearing is added, if the Hearing Date falls within an AC episode, the corresponding 'Hearing for Functions' checkbox will be automatically checked and not open for user entry.

If an existing court hearing is updated and the Hearing Date is changed to fall outside an AC episode, the system will automatically uncheck the AC 'Hearing for Functions' checkbox.

This change is a result of the AFCARS Review to ensure that we can clearly define our legal status population for Alternative Care cases only.

<b>NECESSARY ACTION:</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children’s Division staff.</li> <li>2. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT:</b> FACES Help Desk 1-800-392-8725, option #3	<b>PROGRAM MANAGER:</b> Leanne Leason (573) 526-0700 <a href="mailto:Leanne.D.Leason@dss.mo.gov">Leanne.D.Leason@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS:</b> N/A	
<b>FORMS AND INSTRUCTIONS</b> N/A	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> N/A	

<b>RELATED STATUTE</b> N/A
<b>ADMINISTRATIVE RULE</b> N/A
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> N/A
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> N/A
<b>PROTECTIVE FACTORS</b> N/A
<b>FACES REQUIREMENTS</b> As outlined in memo