

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

July 13, 2010

What's Inside:
FAMIS/FACES
TRANSITION

M E M O R A N D U M

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

FROM: PAULA NEESE, DIRECTOR
CHILDREN'S DIVISION
ALYSON CAMPBELL, DIRECTOR
FAMILY SUPPORT DIVISION

SUBJECT: FAMIS/FACES INTERFACE CHILD CARE TRANSITION

DISCUSSION:

The purpose of this memorandum is to inform Children's Division (CD) staff of the FAMIS/FACES Child Care Interface System transition process. Recently, staff received a memorandum introducing the FAMIS/FACES Child Care Interface System which also provided a sneak peek at the screens. The FAMIS/FACES Child Care Interface System will be implemented August 1, 2010. This memorandum provides guidance for staff to assist with the system transition process and what will need to occur prior to implementation.

Authorization Transition

Effective July 31, 2010, all SEAS child care authorizations will automatically close in the Legacy system. As of August 1, 2010, no active SEAS child care authorizations will exist and no child care payments can be issued through CSIPS. CD staff must add new authorizations into the FAMIS/FACES Interface System starting August 1, 2010. In the new FAMIS/FACES interface system, all child care services must be entered in the system as authorizations in order to generate invoices and issue payments. **This includes child care services rendered by license exempt child care providers and services that are reimbursed to the Resource/Adoptive Parent, as opposed to directly paid to the child care provider.**

As child care authorizations impact the payment of child care services, CD staff must enter new authorizations into the FAMIS/FACES interface for license exempt child care providers and authorizations for reimbursements to Resource/Adoptive Parents by August 06, 2010, in order to generate an invoice that will allow for payment for July.

2010, services that have already been rendered. CD staff must enter new authorizations into the FAMIS/FACES interface for all Licensed providers by August 13, 2010 in order to generate invoices for August, 2010 services. CD staff will receive a listing of license exempt child care providers who are currently being paid in CSIPS for child care services, as well as a listing of children who have active SEAS authorizations to licensed child care providers.

Again, CSIPS will not be available for processing child care payments. All child care payments will be processed in the new system effective August 1, 2010. **It is imperative that all authorizations are entered into the new system by the dates listed above in order to prevent delays in payment.**

Payment Transition

Current CD Staff/Payment Designees are responsible for all child care payments for any service months prior to July, 2010. CD Staff/Payment designees must coordinate with the Payment Unit to process all outstanding child care payment issues, including correction payments, back payments and overpayments. The appropriate Child Care Provider Relations Unit (CCPRU) will assume the child care payment processing responsibility for both Income Maintenance and Children's Division children effective August 1, 2010. CCPRU will process child care payments for July, 2010, service month as a part of the transition process.

Child care providers will receive a letter from the Children's Division regarding the upcoming changes. This letter will encourage them to report and resolve any outstanding payment issues for service months prior to July 31, 2010. Also, a notice to providers will be placed on their invoice message page.

Summary

CD staff are to be available to work with CCPRU through this transition period. A communication guide has been provided to outline expectations of staff during the child care transition into the FAMIS/FACES Interface and after implementation. Online training will be available for staff, along with user guides, prior to moving the interface system into production. CD staff will be notified via a memo when the training is available. CD staff will also be provided contact information for the appropriate Help Desk staff. Child Care Policy staff will work with Help Desk staff during the initial transition period. Staff will receive additional information as we move forward toward the August 1, 2010, implementation date.

NECESSARY ACTION

1. Review this memorandum with all Children's Division and Family Support Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT: Lora Brown, MAS II 573-526-3011 Lora.K.Brown@dss.mo.gov	PROGRAM MANAGER Alicia Jenkins 573-751-6793 Alicia.Jenkins@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES Communication Guide Authorization Transition Plan Payment Transition Plan	
RELATED STATUTE N/A	
ADMINISTRATIVE RULE N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A	
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A	
PROTECTIVE FACTORS Parental Resilience - N/A Social Connections - N/A Knowledge of Parenting and Child Development- N/A Concrete Support in Times of Need - Yes Social and Emotional Competence of Children - N/A	
FACES REQUIREMENTS N/A	