

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 14, 2010

What's Inside:
FAMIS AND
FAMIS/FACES
SECURITY

M E M O R A N D U M

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

FROM: CANDACE A. SHIVELY, DIRECTOR
CHILDREN'S DIVISION
ALYSON CAMPBELL, DIRECTOR
FAMILY SUPPORT DIVISION

SUBJECT: FAMIS AND FAMIS/FACES CHILD CARE INTERFACE
SECURITY FOR CHILDREN'S DIVISION STAFF

DISCUSSION:

The purpose of this memorandum is to clarify Children's Division (CD) staff security needs for utilizing the FAMIS/FACES Child Care Interface System and FAMIS. Children's Division staff must have access to FAMIS and be a FAMIS user in order to access the FAMIS/FACES Interface for child care.

All CD staff should have access to the following:

- DFS\$P701 + Resource Directory Inquiry
- DFS\$P757 + Children Services

As a part of the transition process, FAMIS and FAMIS/FACES Interface access was granted to a listing of identified Children's Division staff determined to need clearance. Effective immediately, CD staff **must** go through local security protocol to receive FAMIS access. When new staff is hired, CD supervisors should work with their local security officer to ensure access is requested. CD staff is **not** to use the FAMIS/FACES Interface email address to request access to FAMIS or the FAMIS/FACES Interface.

Contracted staff will only have security to inquire about child care. Contracted staff **will not** be able to add/update a child care authorization.

Persons responsible for adding/updating/approving a child care authorization or waiver should have access to the FAMIS/FACES Interface System based on regional/local protocol. **The individual who is designated as the assigned worker is responsible for the child care authorization.**

CONCLUSION

CD staff need FAMIS access both for the FAMIS/FACES child care interface and for other case management purposes, such as locating non-custodial parent or relatives, resource family assessment and licensing process, and for gathering information for children in out-of-home care.

NECESSARY ACTION	
1. Review this memorandum with all Children’s Division and FSD staff. 2. All questions should be cleared through normal supervisory channels and directed to:	
MAS II CONTACT: Lora Brown 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 N/A	
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 (Link applicable factors and enter N/A if not applicable.) 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	