

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

February 18, 2011

MEMORANDUM

What's Inside:
Access MACSS
Information in
FACES

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

FROM: CANDACE A. SHIVELY

SUBJECT: ACCESS MACSS INFORMATION IN FACES

DISCUSSION:

The purpose of this memo is to inform staff how to obtain policy required information for completing licensure and re-licensure of resource provider homes. This is in response to Director memo [CAS11-03](#) informing staff that Missouri Automated Child Support System, MACSS, access for Children's Division staff is revoked effective January 31, 2011.

The information formerly obtained by accessing the MACSS screens is now obtained in FACES screens. The following is the process for FACES access to this information:

- Choose the Call/Case Prior History Search screen;
- Enter the Departmental Client Number;
- Choose the DSS Search button at the bottom of the screen;
- FACES will run a search in MACSS and FAMIS for the DCN and give basic case information if any exists.

NECESSARY ACTION

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT

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PROGRAM MANAGER

Dena Driver
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CHILD WELFARE MANUAL REVISIONS	
Guide for Conducting Resource Provider Family Assessments , Section 6 Chapter 3 Attachment A Guide for Conducting Renewal Assessment , Section 6 Chapter 3 Attachment D Guide for Conducting Adoptive Family Assessment Services , Section 6 Chapter 3 Attachment H	
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 N/A	
Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children	
FACES REQUIREMENTS	
N/A	