CREATING A HOUSEHOLD IN FACES.NET

CREATION DATE: August 18, 2016

Pointers to Remember:

1. A Household must be created and/or modified to complete household based assessments, such as:
   - Family Risk Reassessment
   - Family Reunification Assessment
   - Caregiver Strength and Barriers Assessment
   - Danger and Safety

2. At least one household must be defined for each Case.

3. All active clients in the Case must be listed on the **Client List** screen with the appropriate role(s) identified. *See* **Client Demographics** *screen* →**Role in Case** *field.*

4. A Primary Caretaker must be identified in each household being assessed. If a child is a member of two households, a different person will be identified as the "Primary Caretaker" in each household.

5. Assessments must be completed on the household that is the Primary Residence of the child, **AND** the household of the caretaker who is the alleged maltreater.

6. Should the family structure change, the Household screen in FACES must be updated. Changes to the Household screen will impact assessments.

How to enter a Household and Add and Remove Members

Steps include:

Step 1: Place a Case in focus by clicking on **My Assignments** from the **Organizer** tab.

Step 2: Highlight the identified Case Record.

Step 3: Click on the **Show** button.

1: Click on **My Assignments**.

2: Highlight Case Record.

3: Click on **Show**.

Figure 1

Step 4: Hold cursor over **Case**, and then click on **Household**.

4: Hold cursor over **Case**, and click on **Household**.

Figure 2

Step 5: Click **New** to activate the Household Details section.

5: Click New.

Figure 3

Note:
Workers will see **Active Households** and **All Households**:
- **Active Households** will provide a list of households that are currently being assessed.
- **All Households** will provide a list of all households, even those that have been end dated.

Step 6: Click the **Primary Caretaker*** Dropdown to select the Caretakers name.

Step 7: Enter the **Start Date***.

Step 8: Enter a description of the household in the **Describe Household*** text box.

Step 9: Click **Save**.

6: Click **Primary Caretaker*** dropdown.

7: Enter **Start Date***

8: Enter **Household Description***.

9: Click **Save**.

Figure 4

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Note:

- When entering the **Start Date** keep in mind that this is the date the household is being entered in FACES.NET.
- Workers have **30 days** from the date the Case is assigned to enter the Household in FACES.NET.
- Workers can also **End Date** the Household by entering a date in the field *(See Figure 4)*.

Step 10: Click **Show** to enter the members into the household.

Figure 5

Step 11: Select the **Add Members** button to enter additional members into the household.

Figure 6

Note:

Workers will see **Active Household Members** and **All Household Members**:
- **Active Household Members** will show all household members that are active in the household.
- **All Household Members** will show all household members, even those that have been end dated.

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Step 12: Select members by placing a check in the box to identify the individual(s) being entered into the household.

Step 13: Select the **Role*** dropdown to identify the individual(s) role in the household.

12: Select member(s)

13: Select **Role***

Figure 7

Note:
- **All** members with the same role can be selected at the same time by placing a check in each box.

Step 14: Enter the **Start Date***.

Step 15: Click **Save**.

14: Enter **Start Date**.

15: Click **Save**.

Figure 8

5

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Removing Household Members

Steps Include:

Step 1: Highlight the client to be removed by clicking on the client name from the **Member List** screen.

Step 2: Click the **Remove Members** button.

Figure 9

Step 3: Select the member(s) by placing a check in the box to identify the individual(s) being removed from the household.

Step 4: Enter an **End Date**.
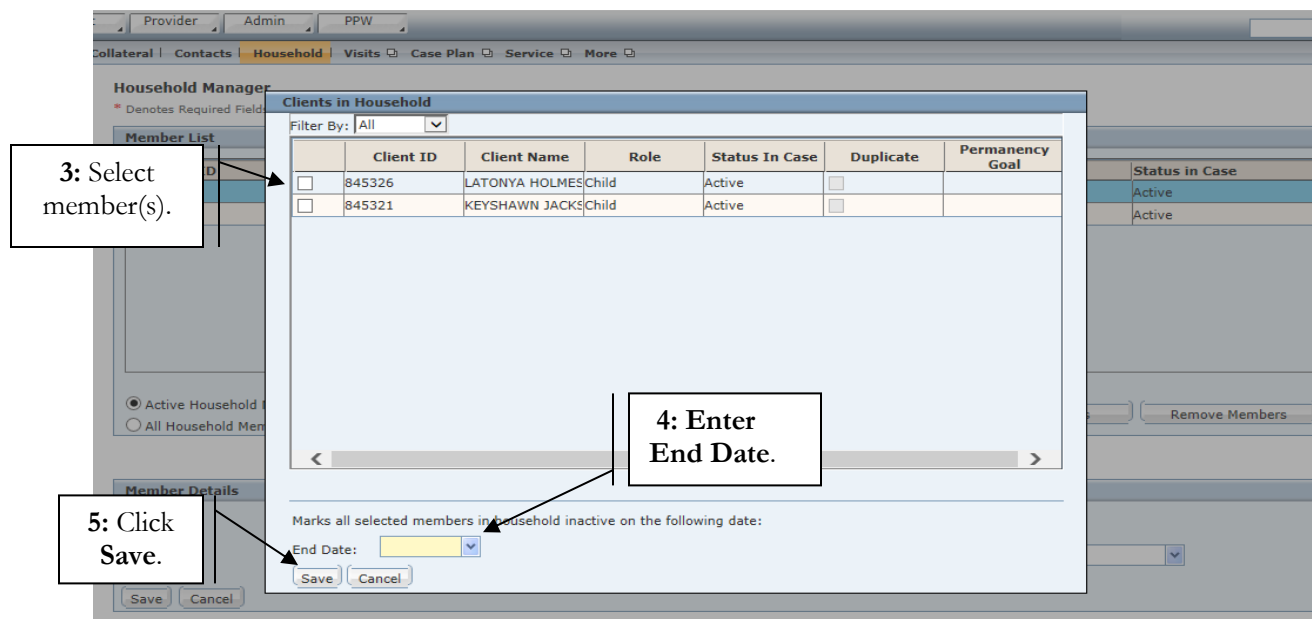
Step 5: Click **Save**.

Figure 10

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