
FACES.NET FAMILY FIRST

TEAMING CASE REFERRAL AND TEAMING NOTES

CREATION DATE: January 15, 2020

The new Case Teaming functionality will allow for shared case work between the CFSA/Private Agency case carrying social worker and the Collaborative worker. Unlike the Case Transfer where the case management responsibilities will transfer to the Collaborative agency via Case Transfer functionality and closed in FACES, the Teaming case will remain open in FACES and the CFSA Community Portal until further disposition. Collaborative worker's Teaming Notes are accessible through FACES.NET.

The Collaborative worker will create notes within the CFSA Community Portal which will detail case collaboration and family progress details. Teaming notes entered within the CFSA Community Portal by Collaborative worker will automatically populate to FACES for CFSA/Private Agency case carrying social worker to view. These Teaming Notes will be in FACES.NET under the Community-Based Prevention Services screen under the **View Notes** section.

The following sections will include steps to creating a Teaming Case via FACES.NET.



Pointers to Remember:

1. The CFSA Case will remain open in FACES.NET and the CFSA Community Portal during the Teaming process.
2. CFSA/Private Agency assigned social worker will be able to view Teaming Notes in FACES.NET for notes entered through the CFSA Community Portal by the Collaborative worker.
3. Teaming notes should **only** be documented in FACES.NET and the CFSA Community Portal.
4. The FACES.NET Household screen must be active.

Section A: How to create a New Teaming Case

Steps include:

First, place case in Focus

Step 1: Hold cursor over **Case** then Click **Community-Based Prevention Services** screen.

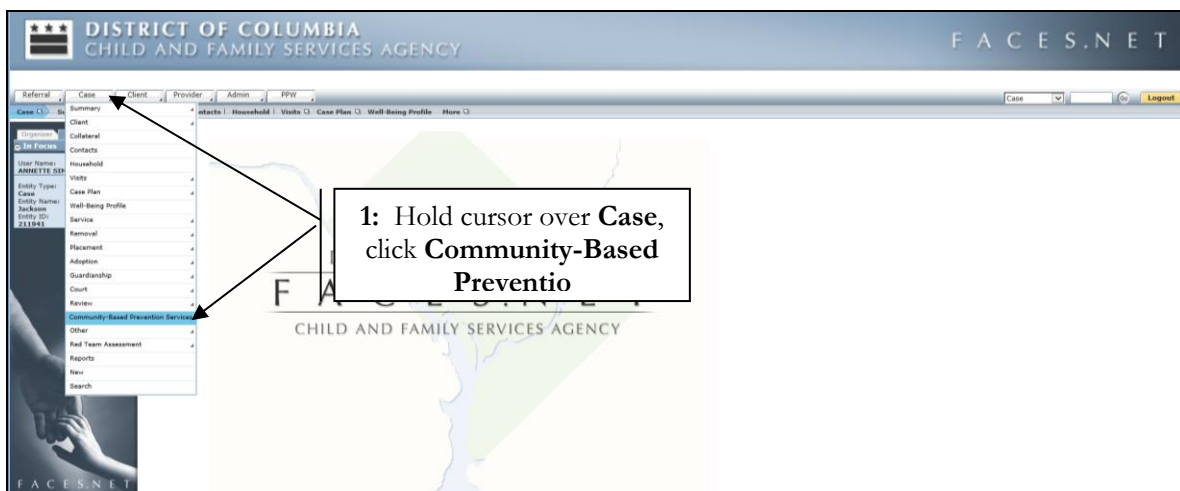


Figure 1

Step 2: Click **New Teaming Case** button.

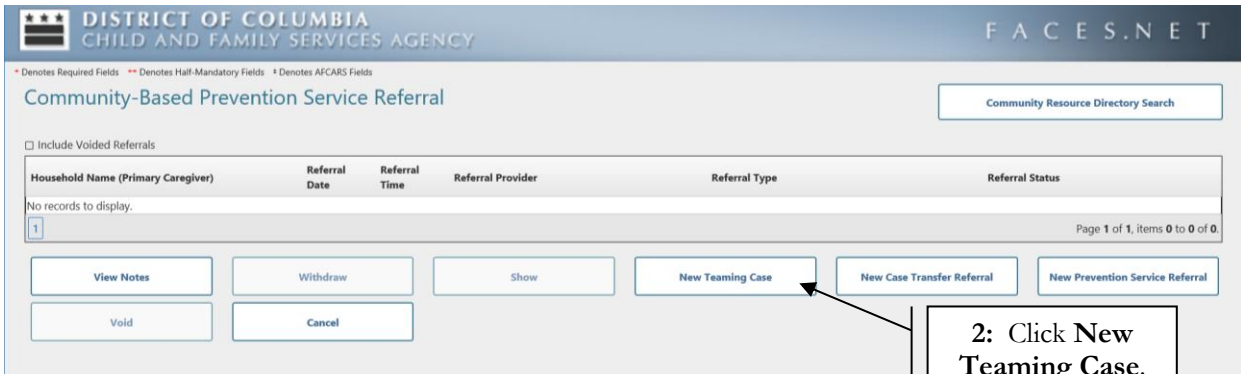


Figure 2

Step 3: View and confirm Household data. Click **Next** button.

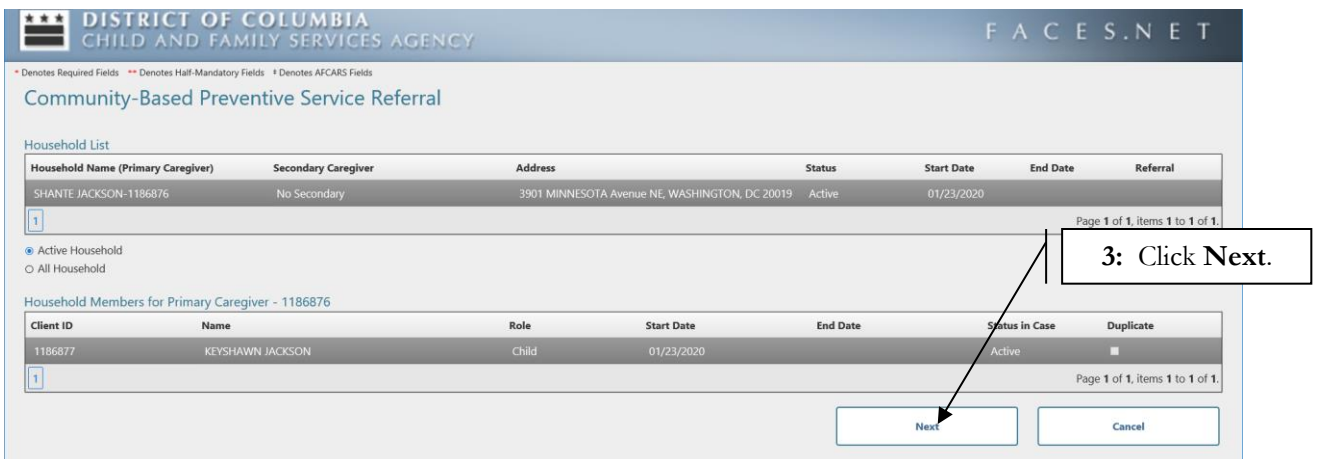


Figure 3

Step 4: Complete applicable data on both the **Household and Eligibility Information** and **Requested Services** tabs.

Step 5: Click **Save**.

Step 6: Request Approval.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Denotes Required Fields ** Denotes Half-Mandatory Fields † Denotes AFCARS Fields

TEAMING CASE Case ID - 211941

Primary Caregiver Client ID: SHANTE JACKSON 1186876 Date of Birth: 01/09/1992 Gender: Female Race:	Phone Address: 3901 MINNESOTA Avenue NE, WASHINGTON, DC 20019 Ward: WARD 7 Collaborative: Collaborative - East River FS View Assessment	Secondary Caregiver Client ID: Date of Birth: Gender: Race:	Phone Address: Ward: Collaborative: View Assessment
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Change Collaborative Preferred Collaborative

Household and Eligibility Information Requested Services

4: Complete Household and Eligibility Information and Requested Services.

Name: KEYSHAWN JACKSON Gender: Male DOB: 08/13/2008 [View Assessment](#)

Which of these describe the child/youth at this time: Child being served through CFSA's Out-of-Home services program. Service Goals: 3 items checked

Child who will be served by the Collaboratives following a closed In-Home case (step-down).

Other Service Goals(Max Characters: 500)

Number of characters entered: 0

Relevant Family information - Service Needs(Max Characters: 2000)

Enter data

Number of characters entered: 10

5: Click Save.

6: Request Approval.

Save Approval Cancel

Figure 4



Notes:

- Upon Supervisory Approval, the New Teaming referral will automatically populate to the CFSA Community Portal, and the assignment to the Collaborative will be generated.
- Status of referral will be noted under the Tracking History.

Section B: How to View Notes

Steps include:

First, place case in Focus

Step 1: Hold cursor over **Case** then Click **Community-Based Prevention Services** screen. *See Figure 1*

Step 2: Click **View Notes** button.

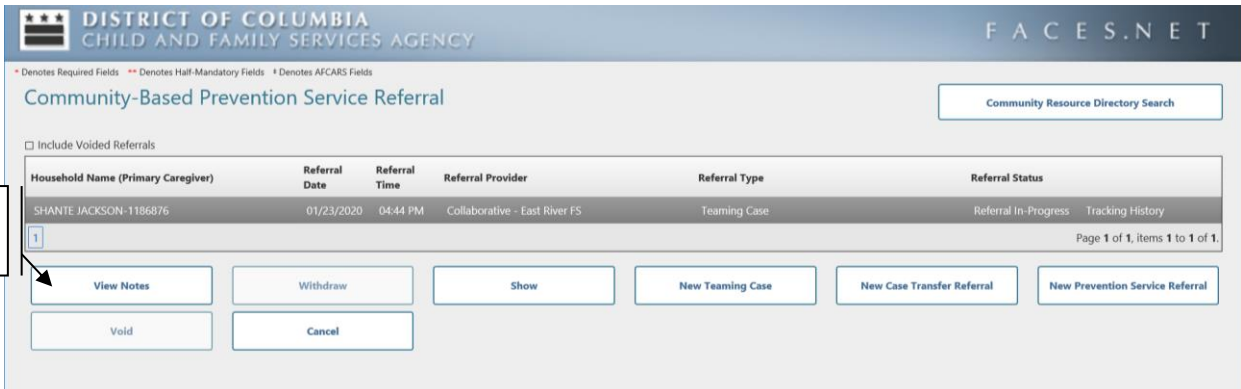


Figure 5

Step 3: View **Teaming Case Notes**.

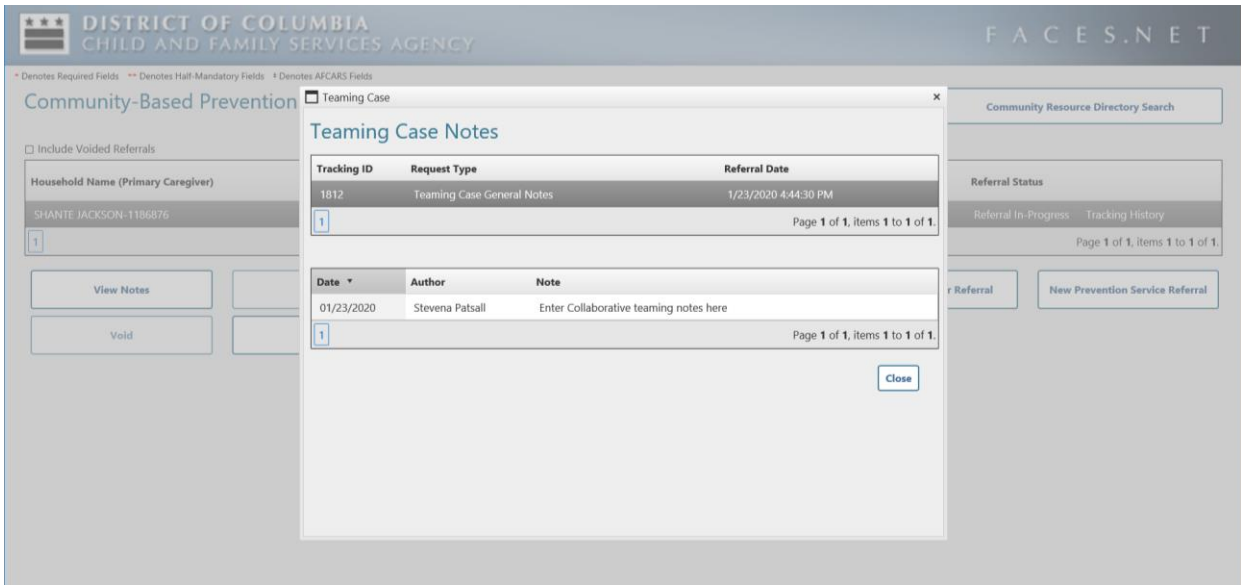


Figure 6