


STAAND and FACES.NET Training

January 2024

(ALL FACES TRAINING CLASSES ARE HELD AT CFSA 200 I St, SE)

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|------|---|----------------------------------|---|---|---|
| TR 1 | 1 New Year's Day Holiday | 2 | 3 | 4 | 5 |
| TR 2 | | | 9:00AM-4:00PM FACES.NET Pre-Service (TAP20) Day 1 | 9:00AM-4:00PM FACES.NET Pre-Service (TAP20) Day 2 | 9:00AM-4:00PM FACES.NET Pre-Service (TAP20) Day 3 |
| TR 1 | 8 | 9 | 10 | 11 9:00AM- 12:00PM FACES.NET Management Reports/Tableau Permanency Tracker | 12 |
| TR 2 | | 9:00AM- 12:00PM FACES.NET PPW | 9:00AM - 4:00PM FACES.NET Provider | 10:00AM - 12:00PM CFSA Portal - Collaboratives | |
| TR 1 | 15  | 16 | 17 | 18 | 19 |
| TR 2 | | | 10:00AM - 12:00PM STAAND SW Referral Process Open to All SW/FSW/SSW | 9:00AM-4:00PM FACES.NET Overview | |
| TR 1 | 22 | 23 | 24 | 25 | 26 |
| TR 2 | | | | | |
| TR 1 | 29 | 30 | 31 | | |
| TR 2 | | | | | |

Most classes begin promptly at **9:00 am**. The CFSA attendance and tardiness policy states that participants arriving after the first 15 minutes of class will not be admitted and will be classified as "too late to attend" and treated as a "no-show".

Course Descriptions

FACES.NET CPS

This two-day course designed for both Hotline and Investigation Workers. Students will learn how to document information related to intake and investigations on the Hotline Screen, Client related screens, Allegations, Collaterals, Contacts, Risk Assessment, Danger and Safety Assessment, Placement Matching, Red Team, Assessment Findings, Complaint Form, Case Connect, and Investigation Closure to name a few.

FACES.NET Management Reports/Tableau Data Visualization System/Permanency Tracker Dashboards

This half-day training designed for both CFSA and Private Agency Supervisors and Managers (occasionally social workers). Students will become proficient with accessing, analyzing and interpreting data reports and dashboards via FACES and Tableau. Must have current FACES access to attend. Permanency Tracker Dashboards overview

FACES.NET Overview

This one-day basic case management training course will instruct users on how to search for Clients and Cases, enter and/or review Contact Notes, Relationships, Demographics, Education, Health, and Court information on the Case module.

FACES.NET Pre-Service

This three-day day course designed for new CFSA In-Home/Permanency workers, Private Agency Social Workers and Supervisors. Students will learn how to document information related to ongoing case management such as entering contacts, collaterals, court reports, client related screens, placement matching, Red Team, Risk and Risk Re-assessments, Danger and Safety Assessments, Caregivers Strength and Barriers assessments, Service Plans and Case Plans, Case Closure, etc.

FACES.NET Provider

This one-day course designed for CFSA and Private Agency workers. Students will learn how to Search for Providers, enter new Providers (placement and service), add Household Members, document Specific Child information, complete Home Study, add Kinship Foster Parents, complete Provider Questionnaire, complete provider Checklist, enter Licensing and make home Available for placement.

FACES.NET Placement Provider Web

This half-day course designed for Private Placement Contracted Agencies invoicing CFSA for placements in their licensed facilities via the Placement Provider Web module. Students will be instructed on how to Enter and Exit Placements, reconcile Placement Discrepancies, manage and submit invoices through the Monthly Placement Utilization Report (MPUR).

CFSA Community Portal (Collaborative Services and Prevention Services Providers)

This two-hour course is designed for Collaborative and Prevention Services staff members. Students will briefly recap the Federal Family First Prevention Services Act of 2018; guide end-users through accessing referrals and Prevention Plans submitted by CFSA and Private Agency Social Workers; how to acknowledge receipt of referral, make staff assignments to clients/families, and acknowledge services rendered through the CFSA Portal application system.