



FACES.NET Training

June 2020



DUE TO COVID-19 STATUS, ALL FACES TRAINING CLASSES WILL BE HELD VIRTUALLY VIA WEBEX. PLEASE COMPLETE TRAINING ENROLLMENT IN FACES TO RECEIVE CLASS LOGIN INSTRUCTIONS

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5 9:00AM-4:00PM FACES.NET Workday
9:00AM-4:00PM FACES.NET Pre-Service (AP79) Day 2	9:00AM-4:00PM FACES.NET Pre-Service (AP79) Day 3			1:30PM-2:30PM ONE Drive for Business training 2:30AM- 3:30PM Skype for Business training
8	9	10	11	12
	9:00AM- 4:00PM FACES.NET Overview		10:00AM - 12:00PM FACES.NET Family First 1:00PM - 3:00PM CFSA Portal - Collaboratives/EBP	9:00AM-4:00PM FACES.NET Workday
15	16	17	18	19
	9:00AM - 4:00PM FACES.NET Provider		9:00PM- 12:00PM FACES.NET PPW	1:30PM-2:30PM ONE Drive for Business training 2:30AM- 3:30PM Skype for Business training
22	23	24	25	26
9:00AM-4:00PM FACES.NET CPS (PR24) Day 1	9:00AM-4:00PM FACES.NET CPS (PR24) Day 2		9:00AM-4:00PM FACES.NET Pre-Service (AP80) Day 1	9:00AM-4:00PM FACES.NET Pre-Service (AP80) Day 2

29	30			
9:00AM-4:00PM FACES.NET Pre-Service (AP80) Day 3	9:00PM- 12:00PM FACES.NET Management Reports/Birst/Permanency Tracker			

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/Birst 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 Birst. 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).

FACES.NET Workday

Workday is an opportunity for workers to work independently in a quiet environment in an effort to complete case management tasks within their own cases as well as have an opportunity to receive assistance with FACES questions if needed from a FACES Trainer.

FACES.NET - Family First

This two-hour course is designed for CFSA and Private Agency Social Workers, Supervisors and Managers. Students will briefly recap the Federal Family First Prevention Services Act of 2018 and CFSA practice; guide end-users through documenting a Prevention Plan; and how to refer children and families to community-based Collaborative(s) and/or Evidenced Based Providers for services through the FACES application system.

CFSA 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.

One Drive You Will learn One Drive Basics which include: *CFSA Staff Only*

How to access One Drive online
How to save Documents to One Drive
How to Share Documents
One Drive Best Practices/Limitations
****Please Bring your Laptop, if assigned**

Skype For Business

How to Sign-in
How to invitee attendees
Audio and video controls
How to share your screen
Best Practices/Limitations
****Please Bring your Laptop, if assigned**