



FACES.NET Training November 2019



(ALL FACES TRAINING IS LOCATED AT 200 I STREET SE WASHINGTON DC 20003)

Room 1 – 3401

Room 2 - 3402

	Monday	Tuesday	Wednesday	Thursday	Friday
TR 1					1 9:30AM-10:30AM ONE Drive for Business training 10:30AM- 11:30AM Skype for Business training 1:30PM-2:30PM ONE Drive for Business training 2:30AM- 3:30PM Skype for Business training
TR 2					10:00AM- 12:00PM FACES Family First (Private Agencies) 1:00PM - 3:00PM FACES Family First (Private Agencies)
TR 1	4 9:00AM-4:00PM FACES.NET Pre-Service (AP72) and (AP73) Day 1	5 9:00AM-4:00PM FACES.NET Pre-Service (AP72) and (AP73) Day 2	6 9:00AM-4:00PM FACES.NET Pre-Service (AP72) and (AP73) Day 3	7 10:00AM - 12:00PM HR Performance Management Stacey Flood	8
TR 2	10:00AM- 12:00PM FACES Family First (Private Agencies) 1:00PM - 3:00PM FACES Family First (Private Agencies)	9:00AM-4:00PM FACES.NET CPS (PR17) Day 1	9:00AM-4:00PM FACES.NET CPS (PR17) Day 2	10:00AM- 12:00PM FACES Family (Private Agencies) 1:00PM - 3:00PM FACES Family (Private Agencies)	9:00AM-4:00PM FACES.NET Workday
TR 1	11 Veterans Day	12 10:00AM - 12:00PM HR Performance Management Stacey Flood	13 9:00AM- 4:00PM FACES.NET Intern-Pre-Service Group A Permanency/In-Home (Day 1)	14 9:00AM- 4:00PM FACES.NET Intern-Pre-Service Group B Permanency/InHome (Day 1)	15 9:30AM-10:30AM ONE Drive for Business training 10:30AM- 11:30AM Skype for Business training 1:30PM-2:30PM ONE Drive for Business training 2:30AM- 3:30PM

					<i>Skype for Business training</i>
TR 2	Holiday 	9:00AM – 4:00PM FACES.NET Provider	10:00AM– 12:00PM FACES Family (Private Agencies) 1:00PM – 3:00PM FACES Family (Private Agencies)	9:00AM– 4:00PM FACES.NET Intern-CPS Group C (Day 1 only)	10:00AM– 12:00PM FACES Family First (CFSA Perm Admin) 1:00PM – 3:00PM FACES Family First (CFSA Perm Admin)
TR 1	18	19 9:00PM– 12:00PM FACES.NET PPW 1:00PM– 4:00PM FACES.NET Management Reports/Birst	20 9:00AM– 4:00PM FACES.NET Intern-Pre-Service Group A Permanency/InHome (Day 2)	21 9:00AM– 4:00PM FACES.NET Intern-Pre-Service Group B Permanency/InHome (Day 2)	22
TR 2	10:00AM– 12:00PM FACES Family First (CFSA Perm Admin) 1:00PM – 3:00PM FACES Family First (CFSA Perm Admin)	10:00AM– 12:00PM FACES Family First (CFSA Perm Admin) 1:00PM – 3:00PM FACES Family First (CFSA Perm Admin)	9:00AM– 4:00PM FACES.NET Overview	10:00AM– 12:00PM FACES Family First (CFSA OYE Admin) 1:00PM – 3:00PM FACES Family First (CFSA OYE Admin)	9:00AM–4:00PM FACES.NET Workday
TR 1	25	26	27	28 Thanksgiving Day	29
TR 2	10:00AM– 12:00PM FACES Family First (CFSA Perm Admin) 1:00PM – 3:00PM FACES Family First (CFSA Perm Admin)				

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."

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 CPS (Intern)

This one-day course is designed for CPS Interns. 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

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.

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 Pre-Service (Intern)

This two-day day course designed for new CFSA Intern Groups. 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 Matching

This two-hour course is designed for social workers and placement staff to understand the placement business and documentation processes related to child placement activities.

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)

This two-hour course is designed for Collaborative 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.

CFSA Portal (EBP Services)

This two-hour course is designed for EBP 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 and/or Collaboratives; acknowledge receipt of referrals, make staff assignments to clients/families, and acknowledge services rendered through the CFSA Portal application system.