FACES.NET Training
October 2021

(TRAINING CLASS DETAILS WILL BE SENT PRIOR TO CLASS START DATE)

	Monday	Tuesday	Wednesday	Thursday	Friday
TR 1					1
TR 2					9:00AM–4:00PM **FACES.NET Workday**
TR 1	4	5	6	7	8
TR 2	10:00AM – 12:00PM **FACES.NET Family First** 1:00PM – 3:00PM CFSA Portal - Collaboratives/EBP	9:00AM– 4:00PM **FACES.NET Overview**	9:00PM– 12:00PM **FACES.NET PPW**		10:00AM – 11:00AM **One Drive for Business**
TR 1	11 *Indigenous Peoples' Day*	12	13	14	15
TR 2	*Holiday*	9:00AM–4:00PM **FACES.NET CPS (PR40) Day 1**	9:00AM–4:00PM **FACES.NET CPS (PR40) Day 2**		
TR 1	18	19	20	21	22
TR 2	9:00AM–4:00PM **FACES.NET Pre-Service (AP96) Day 1**	9:00AM–4:00PM **FACES.NET Pre-Service (AP96) Day 2**	9:00AM–4:00PM **FACES.NET Pre-Service (AP96) Day 3**		9:00AM–4:00PM **FACES.NET Workday**
TR 1	25	26	27	28	29
TR 2		9:00AM – 4:00PM **FACES.NET Provider**		9:00AM– 12:00PM **FACES.NET Management Reports/Tableau 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."

Class 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. An overview of the Permanency Tracker Dashboards will be conducted.

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 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.

One Drive You Will learn One Drive Basics which include: *CFSA Staff Only*
This one-hour class is designed for CFSA staff to gain knowledge of accessing and saving files to cloud based Microsoft One Drive folders. Including;
How to access One Drive online
How to save Documents to One Drive
How to Share Documents
One Drive Best Practices/Limitations