**FACES.NET Training**

**October 2022**

**(ALL FACES TRAINING CLASSES ARE HELD IN-PERSON AT CFSA 200 I ST)**

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|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **TR 1** | **3**  | **4**   | **5** | **6**  | **7** |
| **TR 2** | ***9:00AM–4:00PM*****FACES.NET Pre-Service (TAP05)****Day 3** |  | **9:00AM– 4:00PM****FACES.NET CFSA Intern- Pre-Service****Group A** **Permanency/In-Home****(Day 1)**  |  |  |
| **TR 1** | **10**  | **11** | **12****9:00AM – 12:00PM****STAAND OWB Education- Check and Connect***CFSA Unit Staff Only***1:00PM – 4:00PM****STAAND OWB SUD***CFSA Unit Staff Only* | **13** **9:00AM – 12:00PM****STAAND OWB Child Care***CFSA Unit Staff Only***1:00PM – 4:00PM****STAAND OWB Clinical Services** *CFSA Unit Staff Only* | **14** **9:00AM – 12:00PM****STAAND OWB Domestic Violence***CFSA Unit Staff Only***1:00PM – 4:00PM****STAAND OWB Mental Health***CFSA Unit Staff Only* |
| **TR 2** | **Indigenous Peoples' Day** | **10:00AM – 12:00PM****FACES.NET Family First** **1:00PM – 3:00PM****CFSA Portal -Collaboratives/EBP** | **9:00AM– 4:00PM****FACES.NET CFSA Intern- Pre-Service****Group A** **Permanency/In-Home****(Day 2)**  |  |  |
| **TR 1**  | **17** **9:00PM – 12:00PM****STAAND OWB Mental Health***CFSA Unit Staff Only* | **18**  | **19*****9:00AM – 4:00PM*****FACES.NET Provider**  | **20**  | **21**  |
| **TR 2** |  **9:00AM – 12:00PM****STAAND OYE Life Set***CFSA Unit Staff Only***1:00PM – 4:00PM****STAAND OYE Making Money Grow***CFSA Unit Staff Only* | **9:00AM – 12:00PM****STAAND OYE Life Set***CFSA Unit Staff Only***1:00PM – 4:00PM****STAAND OYE Making Money Grow***CFSA Unit Staff Only* | **9:00AM – 12:00PM****STAAND OYE After Care***CFSA Unit Staff Only***1:00PM – 4:00PM****STAAND OYE College Career Prep***CFSA Unit Staff Only* | **9:00AM – 12:00PM****STAAND OYE After Care***CFSA Unit Staff Only***1:00PM – 4:00PM****STAAND OYE College Career Prep***CFSA Unit Staff Only* |  |
| **TR 1**  | **24** | **25****9:00AM– 4:00PM****FACES.NET Overview**  | **26**  | **27** ***9:00AM–4:00PM*****FACES.NET Pre-Service (TAP06)****Day 1** |  **28** ***9:00AM–4:00PM*****FACES.NET Pre-Service (TAP06)****Day 2** |
| **TR 2** | ***9:00AM–4:00PM*****FACES.NET CPS** **(TAP06)****Day 1** | ***9:00AM–4:00PM*****FACES.NET CPS** **(TAP06)****Day 2** | **9:00PM– 12:00PM****FACES.NET PPW** **1:00AM– 4:00PM****FACES.NET Management Reports/Tableau****Permanency Tracker** | **9:00AM – 4:00PM****STAAND Placement Provider****Recruitment, Licensing, Relicensing, Pre-Service Training, OTI, Lead***CFSA Unit Staff Only* | **9:00AM – 4:00PM****STAAND Placement Provider****Recruitment, Licensing, Relicensing, Pre-Service Training, OTI, Lead***CFSA Unit Staff Only* |
| **TR 1** |  **31** ***9:00AM–4:00PM*****FACES.NET Pre-Service (TAP06)****Day 3** |  |  |  |  |
| **TR 2** | **9:00AM – 4:00PM****STAAND Placement Provider****Recruitment, Licensing, Relicensing, Pre-Service Training, OTI, Lead***CFSA Unit Staff Only* |  |  |  |  |

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).

**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 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.

**FACES Pre-Service (CFSA Interns)**

This two-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.

**STAAND OWB Education Check and Connect***CFSA Unit Staff Only*

The STAAND OWB Education training is designed for Education Specialist to review the check and connect monitoring forms in STAAND to monitor progress for students assigned. Staff will also view open tasks to be completed and other explore exciting features.

**STAAND OWB Substance Use Disorder** *CFSA Unit Staff Only*

The STAAND OWB SUD training is designed to provide workers with an overview of how to manage SUD service request referrals, and complete substance abuse assessments in STAAND and other exciting features.

**STAAND LifeSet** *CFSA Unit Staff Only*

The STAAND OYE LifeSet training is designed to provide workers with an overview of how to schedule lifeSet appointments, request funds, update referrals, document activities and engagement with young adults (e.g., assessments, service plan) and other exciting features.

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**STAAND OWB Childcare** *CFSA Unit Staff Only*

The STAAND OWB Childcare training is designed to provide workers with an overview of how to create and update childcare vouchers and subsidy, referrals, upload documents and other exciting features.

**STAAND OWB Domestic Violence** *CFSA Unit Staff Only*

The STAAND OWB Domestic Violence training is designed to provide workers with an overview of how to create and update DV referrals, schedule consultations, enter contact notes and other exciting features.

**STAAND OYE Making Money Grow** *CFSA Unit Staff Only*

The STAAND OYE Making Money Grow training is designed to provide workers with an overview of how to complete the MMG referral, upload documents, receive notifications and other exciting features.

**STAAND OWB Clinical Services** *CFSA Unit Staff Only*

The STAAND OWB Clinical Services training is designed to provide workers with an overview of how to review reports for Acute Hospitalization in the system, create a new Person hospitalization record to track and provide support for a youth and receive notifications. This training will also review the process of scheduling clinical appointments, create referrals for clients to receive services, transportation request, upload documents and other exciting features.

**STAAND OWB Mental Health** *CFSA Unit Staff Only*

The STAAND OWB Mental Health training is designed to provide workers with an overview of how to refer clients to Mental Health Services, complete a search, submit request to DBH, complete the mental health evaluation, schedule a mental health evaluation, review the treatment recommendation form and other exciting features.

**STAAND OYE Aftercare** *CFSA Unit Staff Only*

The STAAND OYE Aftercare training is designed to provide workers with an overview of how to track reporting information for youth, complete the YAC form, enroll youth in program, complete referral, update youth status, and other exciting features.

**STAAND OYE College Career Prep** *CFSA Unit Staff Only*

The STAAND OYE college career prep training is designed to provide workers with an overview of how to receive and preview referrals, record and track workshops, and other exciting features.

**STAAND Placement Unit, Placement Provider, Recruitment, Licensing, Foster Parent Pre-Service Training, OTI, Lead** *CFSA Unit Only*

The STAAND placement provider, recruitment, licensing, pre-service, OTI, and Lead training is designed to provide workers with an overview of how to assign/reassign a placement request to the RDS worker, submit a placement request, complete referrals for Kinship, DSU, and FTM. This training will also provide workers with the ability to view provider records, view and complete foster parent applications, complete the licensure process, and upload documents. We will also review the OTI and Lead process.