



## FACES.NET Training Courses October 2011

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**FACES.NET Training** for the month of **October** located at **400 6<sup>th</sup> St. SW** unless otherwise specified.  
**Questions? Call 202-434-0009.**

### October Calendar At-a-Glance

Date	Course Title (at-a-glance)
October 4 & 11, 2011	FACES.NET Pre-Service (Interns Group A)
October 6 & 13, 2011	FACES.NET Pre-Service (Interns Group B)
October 7, 14, 21, 28, 2011	FACES.NET Workday
October 12, 2011	FACES.NET Provider Web
October 18, 2011	FACES.NET Overview
October 20, 2011	FACES.NET Management Reports Overview
October 26, 2011	FACES.NET Provider/OLM

<b>Course Title</b>	<b>Date</b>	<b>Course Description</b>	<b>Target Audience</b>	<b>Location</b>
FACES.NET Pre-Service Interns (Group A)	October 4 & 11, 2011 <b>9:00AM - 4:00 PM</b>	This specialized two-day course is for members of the Pre-Service (Condensed - Interns Only) Training Orientation class. It will cover navigation in FACES.NET and the basics of case management. Major topics of the sessions include entering client information and contacts, as well as correctly recording the removal and placement of a child. Social workers will also create a court report and case plan, and work with related court, assessment, and services screens in FACES.NET. Also in this course, social workers will learn the techniques of searching the FACES.NET database, entering collaterals, closing a case, and signing up for training online. <b>Who Should Enroll:</b> CFSA Interns Only <b>Prerequisite:</b> None.	The specialized training is for new employees of the Pre-Service (Intern Only) Training Orientation class. After successful completion of all 2 days of this course, the participant will be given security clearance to access the FACES.NET system. Please note that supervisors will need to have their employees fill out a CFSA Demographic and Security Form and fax to CISA at 202-434-0098.	CISA/FACES 702 H Street NW Washington, DC 20001 (Second Floor)
FACES.NET Pre-Service Interns (Group B)	October 6 & 13, 2011 <b>9:00AM - 4:00 PM</b>	This specialized two-day course is for members of the Pre-Service (Condensed - Interns Only) Training Orientation class. It will cover navigation in FACES.NET and the basics of case management. Major topics of the sessions include entering client information and contacts, as well as correctly recording the removal and placement of a child. Social workers will also create a court report and case plan, and work with related court, assessment, and services screens in FACES.NET. Also in this course, social workers will learn the techniques of searching the FACES.NET database, entering collaterals, closing a case, and signing up for training online. <b>Who Should Enroll:</b> CFSA Interns Only <b>Prerequisite:</b>	The specialized training is for new employees of the Pre-Service (Intern Only) Training Orientation class. After successful completion of all 2 days of this course, the participant will be given security clearance to access the FACES.NET system. Please note that supervisors will need to have their employees fill out a CFSA Demographic and Security Form and fax to CISA at 202-434-0098.	CISA/FACES 702 H Street NW Washington, DC 20001 (Second Floor)

		None.		
FACES.NET Workday	October 7,14, 21, 28, 2011 <b>9:00AM - 4:00 PM</b>	<p>FACES.NET Workdays are designed for workers to access their cases in FACES.NET. Workers will be able to work in an environment to “catch up” on recording pertinent information in their own cases. Members of the Trainer Team will be available if needed for assistance. Workers may come in for any part of the day agreed upon by the worker and trainer.</p> <p><b>Who Should Enroll?</b> Any internal or external staff members with FACES access.</p> <p><b>Prerequisite:</b> FACES.NET security access.</p>	All CFSA or consortium workers who have security clearance to access their own FACES.NET workloads are welcome to sign up for the FACES.NET Workday. Because of the limited number of spaces, workers should always enroll in advance. Supervisory approval is necessary for enrollment.	CISA/FACES 400 6 <sup>th</sup> St, SW Washington, DC 20001 (Second Floor)
FACES.NET Provider Web	October 12, 2011 <b>9:00AM - 12:00 PM</b>	<p>The Provider Web half-day course will cover how to enter emergency placements into FACES.NET, including tracking, updating and reconciling placements for contracted providers. One of the enhanced features within the Placement Provider Web is the Monthly Placement Utilization Report, commonly referred to as MPUR. Training will cover submitting MPURs as monthly invoices. After successful completion of this course, the participant will be given security clearance to access the FACES.NET Provider-Web system.</p> <p><b>Who Should Enroll?</b> This training is intended for individuals from the External Agency who are responsible for inputting placement information that will trigger payments for children in that agency’s care.</p> <p><b>Prerequisites:</b> None.</p>	After successful completion of this course, the participant will be given limited security clearance to access the FACES.NET system. Note: The training supervisor will need to register new employees in FACES.NET in order to enroll their employees for FACES.NET training online.	CISA/FACES 400 6 <sup>th</sup> St, SW Washington, DC 20001 (Second Floor)

FACES.NET Overview	October 18, 2011 <b>9:00AM - 4:00 PM</b>	<p>This one-day course covers navigation in FACES.NET and the basics of case management. Major topics of the session include entering client information and contacts. Attendees will also get an introduction to the removal and placement, court, and case plan screens in FACES.NET. Also in this course, social workers will learn the techniques of searching the FACES.NET database and signing up for training online.</p> <p><b>Who Should Enroll?</b> New CFSA and External Agency employees needing limited access to FACES.NET</p> <p><b>Prerequisite:</b> None.</p>	The training is intended for new employees at CFSA or outside agencies who will not be handling cases but who need general knowledge of FACES.NET. After successful completion of this course, the participant will be given limited security clearance to access the FACES.NET system. Note: The training supervisor will need to register new employees in FACES.NET in order to enroll their employees for FACES.NET training online.	CISA/FACES 400 6 <sup>th</sup> St, SW Washington, DC 20001 (First Floor)
FACES.NET Management Reports Overview	October 20, 2011 <b>9:00AM – 12:00 PM</b>	<p>FACES.NET Management Report Training is designed to help CFSA and Private Agency Supervisors, Managers, and Social Workers become sufficiently familiar with accessing the reports. Students will become knowledgeable on how to effectively navigate the report screens and how to download reports to Excel spreadsheets. They will use analysis tools to track case-plan, visit and other specific reports related to their job function.</p> <p><b>Who Should Enroll?</b> This three-hour course is designed for CFSA and Private Agency Managers and Social Workers.</p> <p><b>Prerequisite:</b> Prior FACES.NET Training and current FACES.NET access.</p>	They will use analysis tools to track case-plan, visit and other specific reports related to their job function.	CISA/FACES 400 6 <sup>th</sup> St, SW Washington, DC 20001 (Second Floor)

<p>FACES.NET Provider/OLM</p>	<p>October 26, 2011 <b>9:00AM - 4:00 PM</b></p>	<p>The FACES.NET Provider course is a one day course for workers in Resource Development Units of the external agencies. The course will educate workers about the new and improved FACES application. FACES.NET showcases new looks and new navigational methods that will make your data entry experience more pleasant. The course will begin with a slide-show, covering the basic lay-out of the system, navigational changes, and security matters. Workers will then get hands-on experience in recording placement and service provider information. With FACES.NET, you now have the capability to print out your home studies from the system! As an added bonus, the Provider Directory is now available on both the CFSA <u>Intranet</u> as well as the <u>Internet</u>. This means that now external agencies can also see the community-based providers that are available for our clients by visiting the Provider Directory on the web.</p> <p><b>Who Should Enroll?</b> This training is intended for individuals from the External Agency or License and Monitoring Administration.</p> <p><b>Prerequisites:</b> None.</p>	<p>This training is targeted at workers from the external agencies' Resource Development Unit or other workers with parallel functions.</p>	<p>CISA/FACES 400 6<sup>th</sup> St, SW Washington, DC 20001 (First Floor)</p>