FACES.NET Training Courses
June 2010

FACES.NET Training for the month of **June** located at **702 H ST., NW** unless otherwise specified. **Questions? Call 202-434-0009**.

June Calendar At-a-Glance

Date	Course Title (at-a-glance)
June 2, 2010	FACES.NET Overview
June 4, 11, 18, 25	FACES.NET Workday
June 8, 2010	FACES.NET Provider OLM
June 9, 2010	FACES.NET Provider Web
June 10, 2010	FACES.NET Management Reports Overview
June 22-23, 2010	FACES.NET CPS (NPSP 3)
June 22-24, 2010	FACES.NET Pre-Service (NPSP3)

Course Title	Date	Course Description	Target Audience	Location
FACES.NET Overview	June 2, 2010 **9:00AM - 4:00 PM**	This one-day course covers navigation in FACES.NET Overview 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. **Who Should Enroll**? New CFSA and External Agency employees needing limited access to FACES.NET **Prerequisite**: None.	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 (including SSA's). 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 702 H Street NW Washington, DC 20001 (Second Floor
FACES.NET Workday	June 4, 11, 18, 25, 2010 **9:00AM - 4:00 PM**	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. **Who Should Enroll?** Any internal or external case-carrying workers. **Prerequisite:** FACES.NET Pre-service or Core Training.	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 702 H Street NW Washington, DC 20001 (Second Floor
FACES.NET Provider/OLM	June 8, 2010 **9:00AM - 4:00 PM**	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	This training is targeted at workers from the external agencies' Resource Development Unit or other workers with parallel functions.	CISA/FACES 702 H Street NW Washington, DC 20001 (Second Floor

		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 Intranet as well as the Internet. 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. **Who Should Enroll?** This training is intended for individuals from the External Agency or License and Monitoring Administration. **Prerequisites:** None.		
FACES.NET Provider Web	June 9, 2010 **9:00AM - 12:00 PM**	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. **Who Should Enroll?** 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. **Prerequisites:** None.	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 702 H Street NW Washington, DC 20001 (Second Floor

FACES.NET Management Reports Overview	June 10, 2010 **9:00AM - 12:00 PM**	FACES.NET Management Reports Overview training is designed to help CFSA and Private Agency social workers become sufficiently familiar with accessing the reports. Students will become knowledgeable on how to effectively navigate the report screens and how to export reports to spreadsheets. They will use analysis tools to track case-plan, visit and other specific reports related to their job function. **Who Should Enroll?** This three-hour course is designed for CFSA and Private Agency Managers and Social Workers. **Prerequisite:** Prior FACES.NET Training and current FACES.NET access.	They will use analysis tools to track case-plan, visit and other specific reports related to their job function.	CISA/FACES 702 H Street NW Washington, DC 20001 (Second Floor
FACES.NET CPS (NPSP 3)	June 22 -23 2010 **9:00AM - 4:00 PM**	The FACES.NET CPS Overview course is a two day course designed for the New Pre-Service Pilot group 3 (NPSP 3) Hotline Workers and Investigation Workers. The course will educate workers about the new and improved FACES application. We will begin with an informative slide-show, covering the basic lay-out of the system, navigational changes, and security matters. The FACES CPS track has gone through major functional enhancements, and there is an exciting new flow to the hotline. For instance, a new Decision Tool screen has been added to the Intake track to aid workers in making that often difficult decision of screening out or accepting an intake call. This decision tool is intended to streamline the manner in which hotline calls are handled. Learn about new functions such as the decision tool and much more in FACES.NET training. Workers will gain hands-on experience by entering CPS information into	This session is for employees working under the CPS and Investigations Administration at CFSA.	CISA/FACES 702 H Street NW Washington, DC 20001 (Second Floor

		a test environment to make training more realistic to your everyday practice. **Who Should Enroll?** CFSA Hotline Workers and Investigation Social Workers		
FACES.NET Pre-Service CFSA (NPSP 3)	June 22 – 24, 2010 **9:00AM - 4:00 PM**	The Pre-Service three-day course is for members of the New Pre-Service Pilot 3 (NPSP 3) 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 SDM assessments, case plans, 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.	New Pre-Service Pilot 3 Social Workers Only. **Prerequisite:** None.	CISA/FACES 702 H Street NW Washington, DC 20001 (Second Floor