FACES.NET Training Courses
April 2011

FACES.NET Training for the month of **April** located at **400 6th ST., NW** unless otherwise specified.
Questions? Call 202-434-0009.

April Calendar At-a-Glance

Date	Course Title (at-a-glance)
April 1, 8, 22, 29, 2011	FACES.NET Workday
April 6, 2011	FACES.NET Management Reports Overview
April 15, 2011	FACES.NET Provider Web
April 14, 2011	FACES.NET Provider/OLM
April 7, 2011	FACES.NET Overview

Course Title	Date	Course Description	Target Audience	Location
FACES.NET Workday	April 1, 8, 22, 29 2011 **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 400 6th Street, SW Washington, DC 20024 (Second Floor
FACES.NET Management Reports Overview	April 6, 2011 **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 400 6th Street, SW Washington, DC 20024 (Second Floor)
FACES.NET Placement Provider Web	April 13, 2011 **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	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	CISA/FACES 400 6th Street, SW Washington, DC 20024 (Second Floor)

		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.	FACES.NET training online.	
FACES.NET Provider/OLM	April 13, 2011 **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 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.	This training is targeted at workers from the external agencies' Resource Development Unit or other workers with parallel functions.	CISA/FACES 400 6th Street, SW Washington, DC 20024 (First Floor)

FACES.NET Overview	April 7, 2011 **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 400 6th Street, SW Washington, DC 20024 (First Floor)