HOW TO MAP CASE PLANS IN FACES.NET

CREATION DATE: October 21, 2009

Child and Family Services Agency
400 6th Street, SW
Washington, DC 20024
FAMILY CASE PLAN

I. CASE INFORMATION

Case Name: Case→Case Summary   **Family #:** Case→Case Summary   **Date Case Opened:** Case→Case Summary

Date of Plan: Case→Case Plan→Report→Family Case Plan→Select Case Plan Report→Case Plan Date

Date Of Previous Plan: Case→Case Plan→Report→Family Case Plan→List of previous plans

Program: Case→Other→Assign

Family Worker: Case→Other→Assign

Family Worker's Supervisor: Case→Other→Assign

II. HOUSEHOLD INFORMATION

Secondary Caretaker: Case→Household→

Primary Caretaker: Case→Client→Client List→Select Child→ Relationships→ Enter relationship to child→ Answer yes to client 1 as the caretaker. Repeat for each child.
Select Household→Add Members
Select role in the case

Client #: Case→Client List→ View Number next to Caretaker's name.

DOB: Case→Client→Client List→Select Caretaker→ General Info

Client #: Case→Client List→ View Number Next to Caretaker's name.

DOB: Case→Client→Client List→Select Caretaker→ General Info

Household Members & Role: Case→Household→

Address: Case→Client→Client List→Select Mother→Demographics→Address

Home Phone:
Case→Client→Client List→ Select Client→Demographics→Phone#

Work Phone:
Case→Client→ClientList→ Select Client→ Demographics→Phone#

DOB: Case→Client→ Client List→
Household members→select client→Select role
Of the client

Living Arrangement:

Select client→General Info

Case→Client→Client List→ Select Client→General Info →Residence tab

III. FAMILY GOAL:

Case→Case Plan→Report→Family Case Plan→Select Family Goal

IV. REASON(S) FOR AGENCY INVOLVEMENT:

Case→Case Plan→Report→Family Case Plan→Select Case Plan Report→Narrative Tab

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VI. ASSESSMENTS FROM HOME WHICH CHILDREN WERE REMOVED:

Household Name: Case→Household→

Assessment: Case→Case Plan→Household Assmt→Assmt type

Approval Date: Case→Case Plan→Household Assmt→ type→list of Assmt→Conclusion→Approval

Decision: Case→Case Plan→Household Assmt →Assmt type→List of Assmt→ Conclusion

Override Decision: Case →Case Plan→Household Assmt→Select Assmt type→List of Assmt→Conclusion

VII. VISITATION PLAN WITH PARENT/GUARDIAN/SIBLINGS:

Participants: Case→Visits→Visit Plan→Select Participant

Supervision Type: Case→Visits→Visit Plan→Select Visitation Type

Location: Case→Visits→Visit Plan→Enter location

Frequency: Case→Visits→Visit Plan→Select Frequency Type

Start Date: Case→Visits→Visit Plan→Enter Start Date

End Date: Case→Visits→Visit Plan→Enter End Date

VIII. RELATIVE RESOURCES AND SIGNIFICANT OTHERS:

Name: Case→Collateral→ Collateral Details→ Demographic

Relationship: Case→Collateral→ Collateral Details→Select Relationship to Family

Address: Case→Collateral→ Collateral Details→ Contact Info

Phone Number: Case→Collateral→ Collateral Details→ Contact Info

IX. ADMINISTRATIVE REVIEW INFORMATION:

Date of Last Review: Case→Review→Admin Review→List of Admin Rev

Reviewer: Case→Review→Admin Review→List of Admin Rev→Schedule→Reviewer

Recommendations from last Review: Case→Review→Admin Review→List of Admin Rev→Select Client→Results

Date and Time of Next Review: Case→Review→Admin Review→List of Admin Rev→Admin Reviews→Date

X. FAMILY DYNAMICS (FAMILY COMPOSITION, FAMILY STRENGTHS, FAMILY INTERACTIONS AND SUPPORT SYSTEM):

Case→Case Plan→Report→Family Case Plan→Select Case Plan Report→Narrative Tab

XI. PARENT/CARETAKER MOTIVATION TO CHANGE:

Case→Case Plan→Report→Family Case Plan→Select Case Plan Report→Narrative Tab

XII. PROGRESS TOWARD GOAL ACHIEVEMENT:

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Case→Case Plan→Report→Family Case Plan→Select Case Plan Report→Progress Tab

ACTIVE CLIENT/PARTICIPANTS: ───────────────────────────────────
Signatures:

Caretaker Name: Date

Social Worker: Date
Case→Other→Assign

Supervisor:
Case→Other→Assign   Date

CHILD INFORMATION SHEET: **Client Name:** Case→Household→Select Household→Member List→Child

I. PLACEMENT

Type of Placement: Case→Client list→Select Client→Placement→List of Placement Episodes→Select Placement→Recommendation→Placement Criteria

Date of Current Placement: Case→Client list→Select Client→Placement→List of Placement Episodes→View Current Placement Episodes

# of Previous Placements: Case→Client list→Select Client→Placement→List of Placement Episodes

II. PERMANENCY PLANNING GOALS

Permanency Goal:
Case→Case Plan→Permanency
Plan→Select child→
Goal without an end-date

Concurrent Goal:
Case→Case Plan→Permanency
Plan→Select child→
Goal without an end-
date→Permanency Plan tab

III. EDUCATIONAL STATUS

School: Case→Client→Client List→Employment/Education→Education

Address: Case→Client→Client List→Employment/Education→Education

Grade: Case→Client→Client List→Employment/Education→Education→ Current Grade Level

Special Education:
Case→Client→ClientList
→Employment/Education→Education→Education
Tab→Educational Performance

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IV. HEALTH STATUS

Medical Care Provider:
Case→Collateral→Relationship
to Family= Physician (Primary)→
Child is an associated client

Dental Care Provider:
Case→Collateral→Relationship to Family= Dentist
(Primary)→Child is an associated client

Medical Updates:
Case→Case Plan→Report→Child Case Plan→Select Child
→Select Case Plan Report→Progress Tab

Allergies: Case→Client→Client List→Health→Allergies

Health Screens: Case→Client→Client List →Health

Date of Last Physical: Case→Client→Client List→
Health→Appointments→Select Appt

Date of Last Dental: Case→Client→Client
List→Health→Appointments→Select Dental appt

V. CHILD STRENGHTS & NEEDS ASSESSMENT:

Date of last Strengths & Needs Assessment: Case→Case Plan→Child S& N→List of assmts→Select Client →Assmt Date

Strengths: Case →Case Plan→Child S & N→List of Assmts →Slect Client→Select Assmt→Conclusion→Strenghts

Needs: Case→Case Plan→Child S&N→ List of Assmts→Select Client→Select Assmt→ Conclusion→Needs

VI. JUDICIAL INFORMATION:

Legal Status: Case→Court→Status→Select Child→Legal status

Date: Case→Court→Status→Select Child→Legal status

Date of Last Hearing: Case→Court→Hearing→List of Hearing→Most Recent, but Past Hearing→Child listed as respondent

Date and time of Next Hearing: Case→Court→Hearing→List of Hearing→Nearest Future Hearing→Child listed as respondent→Date and time of next hearing

Judge: Case→Court→Hearing→List of Hearing→Most Recent, but Past Hearing→Child listed as respondent→Judge

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SERVICE AGREEMENT

Case Name: Case→Case Summary

Case ID: Case→Case Summary

Child Name: Case→ Client →Client List →Select client

Family Goal: Case→Case Plan→Report→Family Case Plan→ Select Report → Family Goal

Service Plan Assmt Date: Case→Case Plan→Service Plan→ Service Plan Assessment Date

Domain: Case→Case Plan→Service Plan→List of Service Plan→ Service Plan Tree View→Select Client→Domain

Objective	**Measures**	**Tasks & Responsible Party**
Case →Case Plan→Service Plan →Select Service plan→Tree View→ Objective→Select Objective	Case →Case Plan→Service Plan →Select Service plan→Tree View→ Measures→Select Measures	Case →Case Plan→Service Plan →Select Service plan→Tree View→ Client Task→Select tasks→enter responsible party

Participant Signature:

Client: Case→ Client →Client List →Select client

Social Worker: Case→Other→Assign

Client: Case→ Client →Client List →Select client

Supervisor: Case→Other→Assign

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CHILD CASE PLAN
Where do you go in FACES to enter the information?

I. CASE INFORMATION

Child's Name: Case→Case Plan→Report→
Child Case Plan→
Select Case Plan Report→Select Child

Client #: Case→Client→Client List→
View number next to Mother's name

DOB: Case→Client→Client List→
Select Child→General Info→
Client tab

SSN: Case→Client→Client List
→Select Child→Child→General
Info →Client tab

Social File#: Case →Court→Court Numbers
→Select Client

Date of Plan: Case→Case Plan→Report
→Child Case Plan→Select Case Plan
Report→Case Plan Date

Date of Previous Plan: Case→Case Plan→
Report→Child Case Plan→Select Child →
List of all previous plans

Date Case Opened: Case→
Case Summary→Case Open Date

Family Worker: Case→Other→ Assign

Family Worker's Supervisor: Case→Other→Assign

II. Reason(s) For Agency Involvement:

Case→Case Plan→Report→Child Case Plan→Select Child→Select Case Plan Report→Narrative
tab

III. Visitation Plan with Parent/Guardian/Siblings:

Case→Client List→Select client→Visit→Visit Plan

IV. Relative Resources and Significant Others:

Name: **Relationship:**   **Address:**   **Phone Number(s):**

Cases→Collateral→Associated Clients→Fields listed above completed

V. Administrative Review Information:

Date of Last Review: Case→Review→Admin Rev→List of Admin Review
→Review Date

Reviewer: Case→Review→Admin Rev→List of
Admin Review →Select Admin Rev→Schedule→
Reviewer

Recommendations from Last Review: Case→Review→Admin Rev→List of Admin Review →Select Admin Rev
→AR Summary

Date and time of next review: Case→Review→Admin Rev→List of Admin Review →Select

Admin Rev→AR Summary

Note: This information is completed by the admin reviewer.

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VI. Progress Toward Goal Achievement:

Case→Case Plan→Report→Child Case Plan→Select Child→Select Case Plan Report→Progress tab

VII. Parent/Caregiver(s)/Child(14+) Satisfied with Services?

Case→Case Plan→Report→Child Case Plan→Select Child→Select Case Plan Report→Narrative Tab

VIII. Participation and Agreement of Parent's (s), Children, and Significant Participants in the Development of the Case Plan:

Case→Case Plan→Report→Child Case Plan→Select Child→Select Case Plan Report→Narrative Tab

Active Client/Participants:

Signatures:

Client: **Date:**

Social Worker: **Date:**

Supervisor: **Date:**

CHILD INFORMATION SHEET: **Client Name:** Case→Household→Select Household→Member List→Child

I. PLACEMENT

Type of Placement: Case→Client list→Select Client→Placement→List of Placement Episodes→Select Placement→Recommendation→Placement Criteria

Date of Current Placement: Case→Client list→Select Client→Placement→List of Placement Episodes→View Current Placement Episodes

# of Previous Placements: Case→Client list→Select Client→Placement→List of Placement Episodes

II. REASON AND APPROPRIATENESS OF PLACEMENT CHOICE:

Case→Case Plan→Report→Child Case Plan→Select Child→Select Case Plan→Narrative tab

III. PERMANENCY PLANNING GOALS

Permanency Goal:
Case→Case Plan→Permanency Plan→child→Select child→Goal without an end date→Permanency Plan tab

Concurrent Goal:
Case→Case Plan→Permanency Plan→Select Goal without an end-date

IV. EDUCATIONAL STATUS:

School: Case→Client→Client List→Employment/Education→Education

Grade: Case→Client→Client List →Employment/Education→Education→Current Grade Level

Address: Case→Client→Client List→Employment/Education →Education

Special Education: Case→Client→Client list→Employment/Education →Education→Educational Performance

Date Enrolled: Case→Client→Client List→Employment/Education →Education→School/Daycare tab→Enrollment Date

V. HEALTH STATUS:

Medical Care Provider Name: Case→Collateral→Rel to Family = Physician (Primary) →Child is an associated Client

Dental Care Provider: Case→Collateral→Rel to Family = Dentist (Primary) →Child is an associated Client

Medical Updates: Case→Case Plan→Report→Child Case Plan→Select Child →Select Case Plan Report→Progress Tab

Allergies: Case→Client→Client List→Health→Allergies

Health Screens: Case→Client→Client List →Health

Date of Last Physical: Case→Client→Client List→Health→Appointments→Select Appt

Date of Last Dental: Case→Client→Client List→Health→Appointments→Select Dental appt

VI. CHILD STRENGHTS & NEEDS ASSESSMENT:

Strengths: Case →Case Plan→Child S & N→List of Assmts
→Slect Client→Select Assmt→Conclusion→Strenghts

Needs: Case→Case Plan→Child S&N→
List of Assmts→Select Client→Select Assmt→
Conclusion→Needs

Assessment Date: Case→Case Plan→Child S& N→List of assmts→Select Client
→Assmt Date

VII. JUDICIAL INFORMATION:

Legal Status: Case→Court→Status→Select Child→Legal status

Date: Case→Court→Status→Select Child→Legal status

Date of Last Hearing: Case→Court→Hearing→List of Hearing→Most Recent, but Past Hearing→Child listed as respondent

Judge: Case→Court→Hearing→List of Hearing→Most Recent, but Past Hearing→Child listed as respondent→Judge

Child And Family Services

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SERVICE AGREEMENT

Case Name: Case→Case Summary

Case ID: Case→Case Summary

Child Name: Case→ Client →Client List →Select client

Permanency Goal: Case→Case Plan→Permanency Plan→Select Client→Select Permanency Goal

Service Plan Assmt Date: Case→Case Plan→Service Plan→ Service Plan Assessment Date

Domain: Case→Case Plan→Service Plan→List of Service Plan→ Service Plan Tree View→Select Client→Domain

Objective	Measures	Tasks & Responsible Party
Case →Case Plan→Service Plan →Select Service plan→Tree View→ Objective→Select Objective	Case →Case Plan→Service Plan →Select Service plan→Tree View→ Measures→Select Measures	Case →Case Plan→Service Plan →Select Service plan→Tree View→ Client Task→Select tasks→enter responsible party

Participant Signature:

Client: Case→ Client →Client List →Select client

Social Worker: Case→Other→Assign

Supervisor: Case→Other→Assign

Note:
Child Case Plan Service Agreement is exactly the same as the Family Case Plan Service Agreement, except that it only includes information about the child you selected.

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