



**Office of Children
and Family Services**

2016 CONNECTIONS Build

Phase 1 - Intake Checklist

Phase 2 – Foster Home Identification, Foster Care Notification

DRAFT

November 17, 2016

Phase 1 - Intake Checklist

This fall, the State Central Register (SCR) will begin using the Intake Checklist window as part of the existing CPS Intake process.

Once the CPS Intake is saved and assigned, the questions and responses **will be available for viewing and printing as part of the Intake report.**

Staff from State and Local Districts with access to CPS Intakes will be able to view and print the Intake Checklist.

The Intake Checklist will contain a standard list of topics that must be addressed for all CPS Intakes (with the exception of Information & Referral, and Special Requests).

It will be available in an Additional Information (INT ADD) stage, but is not required.

Intake Checklist [Read Only] Print Screen

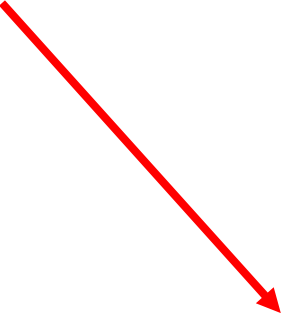
NAVIGATION PANE

Questions

- ▶ Alternative contact information for source (cell, home, etc.):
- ▶ Other mandated reporters who may be aware of the situation:
- ▶ Safety concerns for CPS:
- ▶ Is there a day care operated in the home?
- ▶ Are any adults in the home Foster Parents?
- ▶ CPS History and Possible PIDs:
- ▶ Clarification of jurisdictional assignment:
- ▶ Consulted with supervisor or manager (name):
- ▶ Law Enforcement referral made by the SCR:
- ▶ Primary Language if other than English:
- ▶ Child has an IEP:
- ▶ FATL only: Is cause of death known?
- ▶ FATL only: Is location of body known?
- ▶ FATL only: Is an autopsy being done?

Response	Comments	Comment Required
<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> UNK	✓	Y
<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> UNK		N
<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> UNK		N
<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> UNK		N
<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> UNK		N
<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> UNK		N
<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> UNK		N
<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> UNK		N
<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> UNK	✓	Y
<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> UNK		N
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> UNK		
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> UNK		

Notably, one of the questions will be,
“Are any adults in the home Foster Parents?”



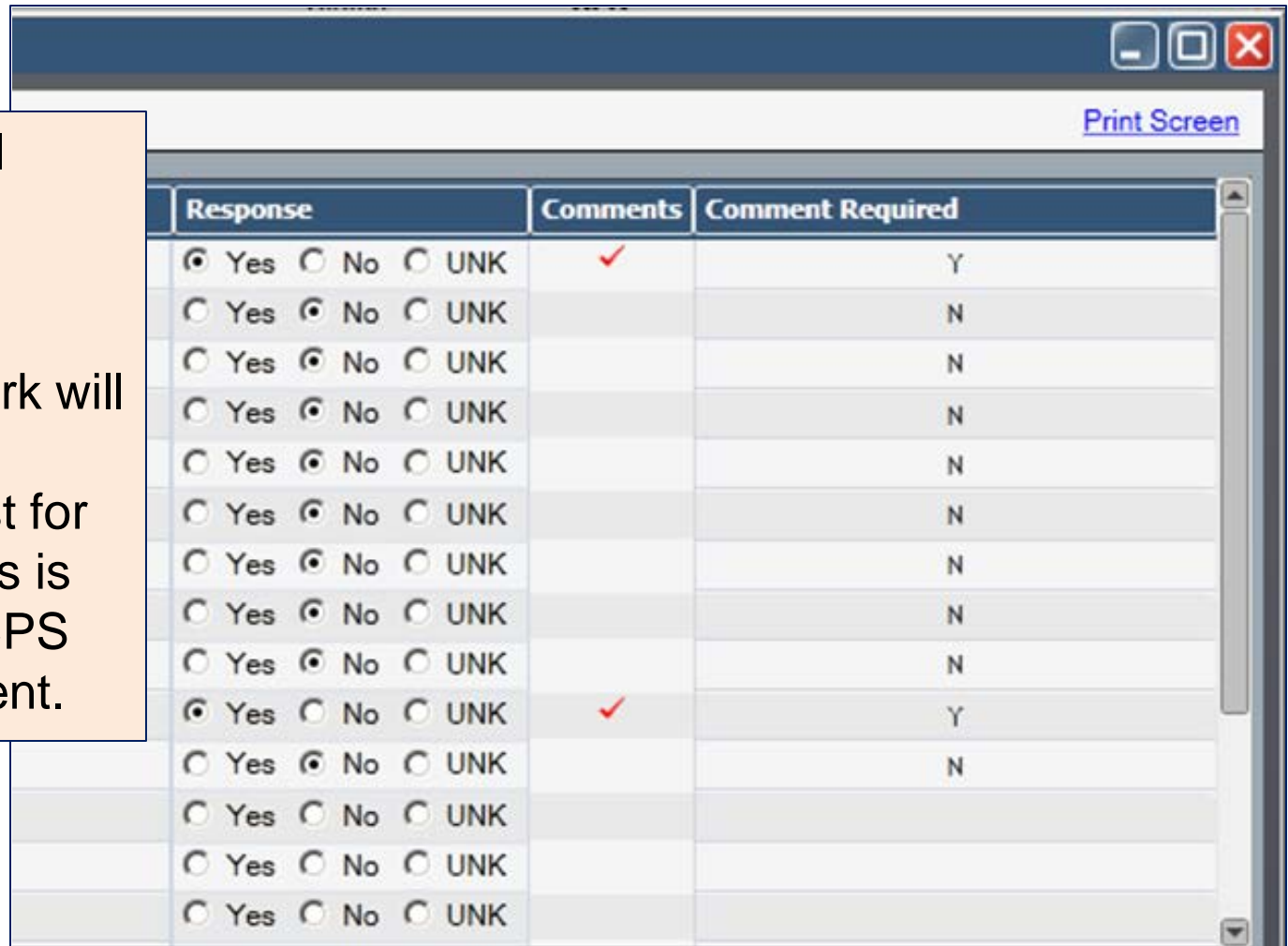
Questions	
>	Alternative contact information for source (cell, home, etc.):
>	Other mandated reporters who may be aware of the situation:
>	Safety concerns for CPS:
>	Is there a day care operated in the home?
>	Are any adults in the home Foster Parents?
>	CPS History and Possible PIDs:
>	Clarification of jurisdictional assignment:
>	Consulted with supervisor or manager (name):
>	Law Enforcement referral made by the SCR:
>	Primary Language if other than English:
>	Child has an IEP:
>	FATL only: Is cause of death known?
>	FATL only: Is location of body known?
>	FATL only: Is an autopsy being done?



Are there any Foster Parents in the home?

When the response is “Yes” or when the Intake has a sub-classification of “Foster Care”, a background process will **retrieve the PIDs of all children** placed in the identified Foster Home and send alerts to the workers assigned to those stages, and to the district responsible for the child.

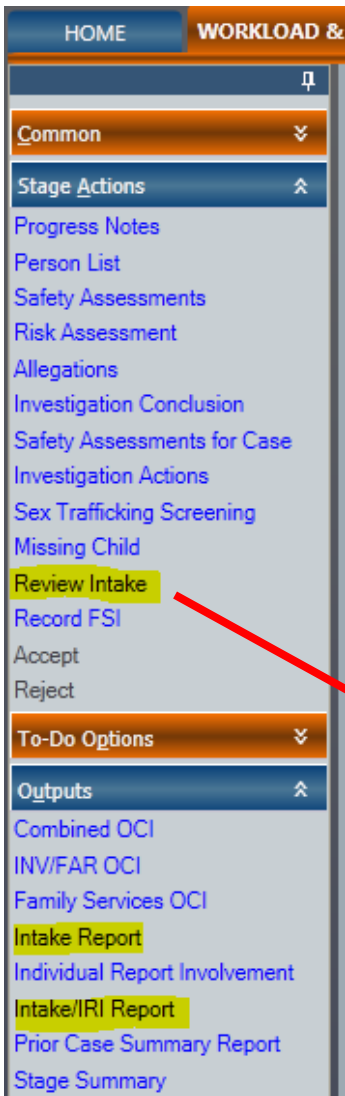
A "Y" or "N" will display when comments are required.
A red checkmark will display when comments exist for a question. This is similar to the CPS Risk Assessment.



Print Screen

Response	Comments	Comment Required
<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> UNK	✓	Y
<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> UNK		N
<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> UNK		N
<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> UNK		N
<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> UNK		N
<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> UNK		N
<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> UNK		N
<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> UNK		N
<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> UNK		N
<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> UNK	✓	Y
<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> UNK		N
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> UNK		
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> UNK		
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> UNK		





HOME WORKLOAD &

Common

Stage Actions

Progress Notes

Person List

Safety Assessments

Risk Assessment

Allegations

Investigation Conclusion

Safety Assessments for Case

Investigation Actions

Sex Trafficking Screening

Missing Child

Review Intake

Record FSI

Accept

Reject

To-Do Options

Outputs

Combined OCI

INV/FAR OCI

Family Services OCI

Intake Report

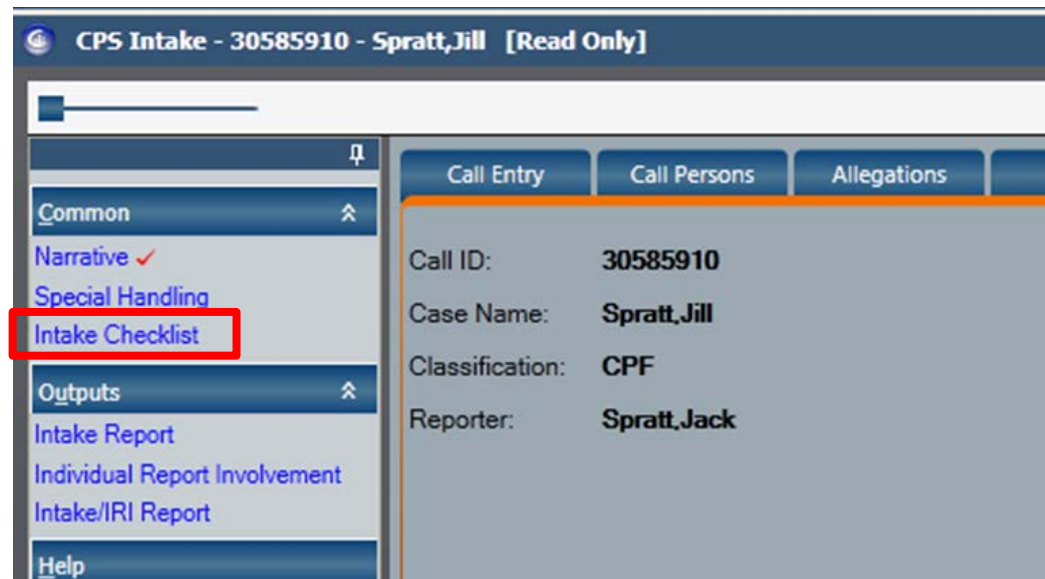
Individual Report Involvement

Intake/IRI Report

Prior Case Summary Report

Stage Summary

To access the Intake Checklist window, click the Review Intake link under Stage Actions.



CPS Intake - 30585910 - Spratt, Jill [Read Only]

Call Entry Call Persons Allegations

Common

Narrative ✓

Special Handling

Intake Checklist

Outputs

Intake Report

Individual Report Involvement

Intake/IRI Report

Help

Call ID: 30585910

Case Name: Spratt, Jill

Classification: CPF

Reporter: Spratt, Jack

Output - Intake Report

OFFICE OF CHILDREN AND FAMILY SERVICES
CHILD PROTECTIVE SERVICES
INTAKE REPORT

CASE NAME : Spratt,Jill
MERGE TO CASE ID :
INTAKE CASE ID : 26299470
CALL/INTAKE STAGE ID : 30585910

SAFETY FACTORS

Caretaker is unable/unwilling to meet child's basic needs for food, clothing, shelter and/or medical care.

INTAKE CHECKLIST

Alternative contact information for source (cell, home, etc.):

Comments: 867-5309

Safety concerns for CPS:

Is there a day care operated in the home?

Are any adults in the home Foster Parents?

Comments:

CPS History and Possible PIDs:

Comments: Mother may have been involved in a closed CPS case as the aunt.

Law Enforcement referral made by the SCR:

Primary Language if other than English:

Comments: Canadian French and Pennsylvania Dutch.



Current Alerts Expanded in Phase 1

Right now, alerts are sent to workers with a role in an open FSI or FSS stage when a CPS report is made on a person in common *within the same case (same case number) as the FSI or FSS stage.*

In Phase 1, these *alerts will be expanded to persons in common in any open FSI and FSS stage.*

Please refer to 16-OCFS-ADM-13, Requirements Relating to CPS Reports Involving Foster Parents, for regulatory and policy requirements.

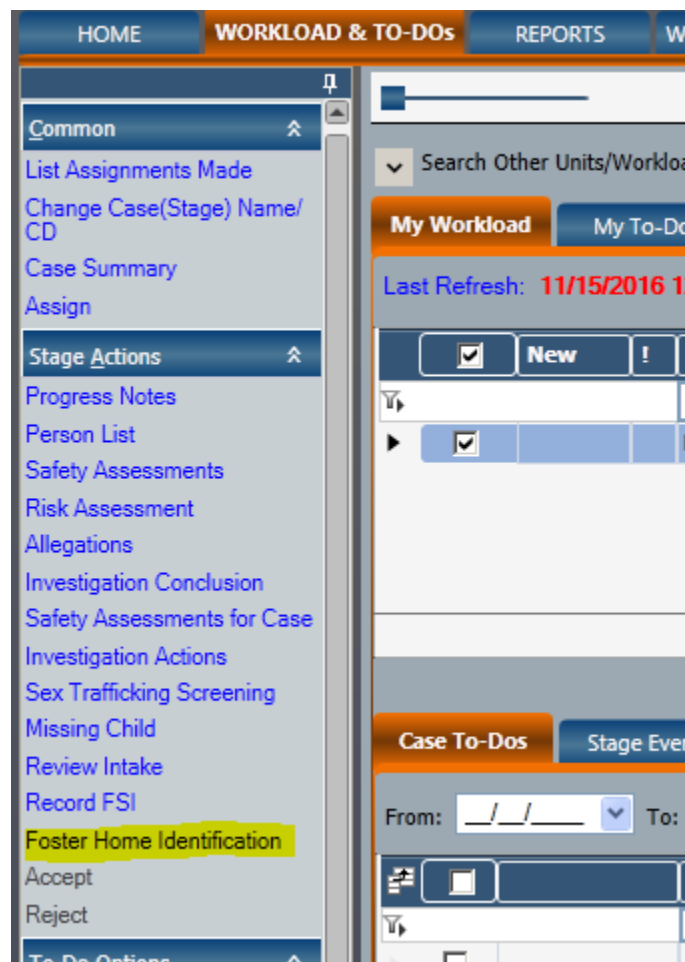
Phase 2 - Foster Home Identification, Foster Care Notification

*The ***Foster Home Identification*** window will help the CPS Investigation or FAR worker with the Foster Home Notification process.

*The ***Foster Care Notification*** window will provide information about children in foster care placements who are placed in the home of a person involved in a CPS Intake, Investigation, or FAR stage.



Foster Home Identification (FHI) Link.



FHI – without pre-existing foster home information

The screenshot shows a web browser window titled "Foster Home Identification -". The interface includes a left-hand navigation menu with "Options", "Resource Search", and "Help". The main content area contains the following fields and controls:

- INT: Any adult in home a Foster Parent? (Text input)
- INV: Any adult in home a Foster Parent? (Text input with a dropdown arrow)
- Foster Home Resource ID: (Text input)
- Resource Name: (Text input)
- A dropdown menu is open, showing "Yes" and "No" options.
- Buttons for "Save & Close" and "Reset" are located at the bottom right.
- A "Print Screen" link is in the top right corner.

At the bottom of the window, a status bar provides a legend for various symbols:

- ! = Sensitive
- * = Required
- \$ = AFCARS
- ✓ = Data Exists
- (C) = Complete
- 🔒 = Read-Only Mode
- 📄 = Unsaved Changes

FHI with “Yes” selected. The Resource Search is now enabled.

Foster Home Identification - [Unsaved Changes] [Print Screen](#)

Options

Resource Search

Help

INT: Any adult in home a Foster Parent?

INV: Any adult in home a Foster Parent?

Foster Home Resource ID:

Resource Name:

Save & Close Reset

! = Sensitive * = Required \$ = AFCARS ✓ = Data Exists (C) = Complete = Read-Only Mode = Unsaved Changes

Resource Search Results in UAT

Resource Search

Options

Vacancy Control Bed Maintenance

Vacancy Control CD/Borough Awards

Vacancy Control Closed to Intake

Help

Resource Search List

Resource Name	VID	Resource ID	Facility Type/LOC	Status	Auth By
			f		
i		i	Foster/Adoptive Home	Inactive	
i		i	Foster/Adoptive Home	Inactive	
		i	Foster/Adoptive Home	Inactive	
		i	Foster/Adoptive Home	Active	
		i	Foster/Adoptive Home	Inactive	
a		i	Foster/Adoptive Home	Inactive	

Detail

Address

Phone

Facility Detail

Services by Area

Relationships

Legal Name:

Resource Name:

Resource Type:

Resource Status:

Fac. Type/LOC:

Contact:

Resource ID:

Agency ID:

Hrs. of Oper:

Ownership:

1099 Status:

Resource 1099:



**FHI with a Resource selected from the Search,
OK'd selected and the FHI Saved and Closed.
Yes and No are both an Option.**

Foster Home Identification - Print Screen

Options
Resource Search
Help

INT: Any adult in home a Foster Parent?
INV: Any adult in home a Foster Parent? Yes
Foster Home Resource ID: 209
Resource Name: Bar na

INT: Any adult in home a Foster Parent?
INV: Any adult in home a Foster Parent? Yes
Foster Home Resource ID: Yes No

Save & Close Reset

! = Sensitive * = Required \$ = AFCARS ✓ = Data Exists (C) = Complete 🔒 = Read-Only Mode 📄 = Unsaved Changes

Foster Home Identification Window

The CPS Investigation or FAR worker will be able to use the **Foster Home Identification** window to:

- Override the entry in the CPS Checklist that stated there were foster parents in the home.
- Identify foster parents were found in the home.
- Link or unlink the foster home for the purpose of sending out notifications regarding the home and children placed in the home.

Foster Home Identification Window

Who?

...anyone with access to the open CPS Investigation or FAR stage will be able to modify the window.

What?

...use the window to identify or correct whether or not there are foster parents in the home and link a specific home by Resource Identification Number.

Why?

...to help with the Foster Home Notification process.

Foster Home Identification Window

Where?

...will be accessed via the Foster Home Identification link in the navigation pane for Investigation or FAR stages for both familial investigations and those investigations designated as Foster Care/Day Care.

When?

...while the Investigation or FAR stage is open.

Staff in state offices, local districts, and voluntary agencies who view and/or print INV or FAR stages should be made aware of the new window.

CPS Investigation and FAR Conclusion

Two new non-modifiable fields, the **Resource ID Linked During INV** and the **Facility Linked During INV**, will be added to the CPS Investigation Conclusion and the FAR Conclusion to support of the Foster Care Notification process.

The screenshot displays a web-based form titled "CPS Investigation Conclusion - Stage Name - S:nnnnnnnn/C:nnnnnnnn". The form is divided into several sections. On the left, there is a navigation menu with options like "Options", "Approval Status", "Narrative", "Outputs", "Mandated Reporter", "Investigation Summary", and "Help". The main content area includes fields for "Case Name", "Resource ID", "Risk Rating", "Facility", "Resource ID Linked During INV", "Facility Linked During INV", "Investigation Dates", "Intake Received" (02/25/2016 10:29 AM), "Incident Occurred", "Determination", "Closure Reason", and "Sub-Classification" (Foster Care). The two new fields, "Resource ID Linked During INV" and "Facility Linked During INV", are highlighted with red circles.

Foster Home Notification Window

Who?

...will only be available to State, Regional Office, Local District, and Voluntary Agency employees with the new View Foster Care Notification Business Function.

What?

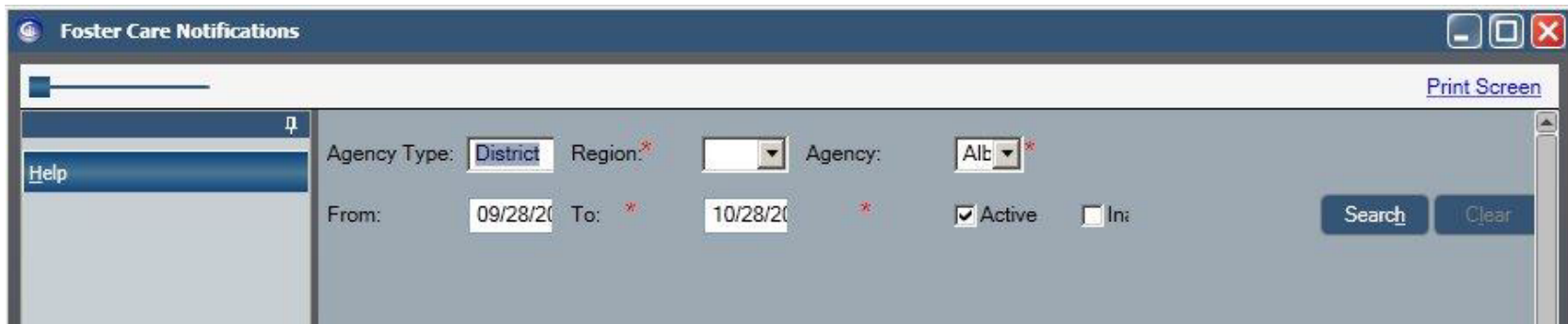
...view information about children in foster care placements who are placed in the home of a person involved in a CPS Intake, Investigation, or FAR stage.

Why?

...to help with the Foster Home Notification process.

Foster Care Notifications

A combination window that includes search criteria at the top and...



The screenshot shows a web application window titled "Foster Care Notifications". On the left is a navigation menu with a "Help" link. The main area contains search filters: "Agency Type" (set to "District"), "Region" (empty dropdown), "Agency" (set to "Alb"), "From" (set to "09/28/20"), "To" (set to "10/28/20"), "Active" (checked checkbox), and "Inactive" (unchecked checkbox). There are "Search" and "Clear" buttons on the right. A "Print Screen" link is in the top right corner.

...and notification grids at the bottom.

The first grid will show the search results for Foster Homes and the second grid will show the results for Children Placed in Foster Homes.

Foster Care Notifications Print Screen

Agency Type: Region: Agency: *

From: To: * Active In:

Foster Homes Involved in INT, INV, or FAR:

Lic/Cert By	Vendor ID	FAD Stage ID	Resource ID	Facility Name	County	Date Notified	Stage	Stage ID
108	00C15734	0	20303664	Albany Cty Nys 140 Kent St	ALBANY	10/24/2016	INV	30586362

Count = 1

Children Placed in Foster Homes Involved in INT, INV, or FAR:

Lic/Cert By	Vendor ID	Resource ID	County	Placed Child	PID	Responsible Co.	Date Notified	Stage ID	FSS Stage

= AFCARS ✓ = Data Exists (C) = Complete 🗝 = Read-Only Mode 📄 = Unsaved Changes

Foster Care Notifications

Keep in mind, there are some restriction to what and who you can search for.

- ✓ Users will be able to access only those homes that are licensed or certified by the logged on worker
- ✓ Users will be able to access only children whose FSS stage county matches that of the county/agency assigned primary responsibility or jurisdictional transactional responsibility for the child.
- ✓ State workers with the appropriate security will have access to all children.
- ✓ The Agency Type field will be defaulted to the Agency Type of the signed on worker for Voluntary Agency and Local District workers.
- ✓ The From and To Dates cannot be greater than 30 days apart.

Additional Rules


- ✓ When the logged on user is from a stage or regional office, the resources returned will be those certified/approved by the local district selected and those where the selected local district has a child currently placed, or those certified/approved by the voluntary agency entered in the search criteria.
- ✓ When a regional office has been selected, the resources returned will be all those certified/approved by all of the local districts within that region, and those where all of the local districts in the region have a child placed, and those certified by a Voluntary Agency where the home is in a county within the Regional Office boundaries.
- ✓ When a regional office has been selected, the children returned will be all those children that any local district in the selected region is responsible for.

Available Preparation and Support

16-OCFS-ADM-13

For information about existing regulatory and policy requirements relating to reports of suspected child abuse or maltreatment involving certified or approved foster parents.

Andrew M. Cuomo
Governor

 **NEW YORK STATE** | **Office of Children and Family Services**
52 WASHINGTON STREET
RENSELAER, NY 12144

Administrative Directive

Sheila J. Poole
Acting Commissioner

Transmittal:	16-OCFS-ADM-13
To:	Commissioners of Social Services Executive Directors of Voluntary Authorized Agencies Strategic Planning and Policy Development
Issuing Division/Office:	
Date:	June 17, 2016
Subject:	Requirements Relating to CPS Reports Involving Foster Parents
Suggested Distribution:	Directors of Social Services Child Welfare Supervisors Foster Care Supervisors Child Protective Services Supervisors Adoption Supervisors

Preparation and Support

CONNECTIONS Weekly Communications

- On the Internet: <http://www.ocfs.state.ny.us/connect>
- On the intranet: <http://ocfs.state.nyenet/connect>

CONNECTIONS Regional Implementation Staff

CONNECTIONS Regional Implementation staff will provide onsite support.

Quick Start Guide

A Quick Start Guide that describes the new windows, including screenshots and step-by-step instructions, will be available electronically.

CONNECTIONS User Support/Triage

- ocfs.sm.conn_app@ocfs.ny.gov

