

CONNECTIONS

NYS Office of Children and Family Services

BUSINESS FUNCTIONS: NEW IN BUILD 15.1: *To be assigned at the discretion of the district/agency*

Business Function	Description	Recommendations	Comments
VACANCY SEARCH	<p>This business function will provide the worker with the ability to:</p> <p>Search for beds using the Vacancy control search window</p> <p>Modify the Bed Status, Child Info and Date Bed Expected Vacant fields in the Vacancy Control Bed Detail window</p> <p>View the Vacancy Control Closed to Intake window in inquiry mode.</p> <p>View the Vacancy control CD/Borough Award window in inquiry mode.</p>	<p>It is recommended that staff responsible for placements be given this function.</p>	<p>Please Note: Two different types of Vacancy Control searches can be conducted from this window.</p> <ul style="list-style-type: none"> □ An Element Search for vacancies in Foster Boarding Homes (FBH) or Congregate Care Facilities (CCF); or □ An Exact Search using either Resource ID or Vendor ID. <p>Searches can be done for a single bed, or a sibling group.</p> <p>If you are from a Voluntary Agency, when you enter the Vacancy Control Search Window, your Agency ID is pre-filled in the Agency ID field. This field is view only for Voluntary Agencies, which restricts you to searching for homes only within your own agency.</p> <p>For a child under one, the minimum age should be entered as 0 and the maximum age can be 0 or 1.</p>
VACANCY MAINT	<p>This business function will provide the worker with the ability to:</p> <p>Access the Vacancy Control Bed Maintenance window in modify mode</p>	<p>It is recommended that staff responsible for maintaining resources be given this function.</p>	<p>For bed information to be maintained, the facility must be in either Accepted – Active or Applicant status (Please note that facilities in Applicant status will not be returned using the Vacancy Control Search.)</p> <p>In order for a worker to perform modifications to a bed using the Vacancy Control Bed Maintenance window, he or she must have the Vacancy Maint Business Function AND one of the following:</p> <p>The worker must be from the same district/agency that owns the facility; or the facility must be on the worker's Assigned Workload.</p>

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VAC AWARD/ CLOSE	<p>This business function will provide the worker with the ability to:</p> <p>Access the Vacancy Control CD Borough Award window in modify mode (NYC/ACS workers only)</p> <p>Access the Vacancy Control Closed to Intake window in modify mode.</p>	<p>It is recommended that staff responsible for specifying which agencies have been awarded a neighborhood-based service contract be given this function.</p> <p>Only designated staff should be given the Closed to Intake function as it causes facilities to no longer be returned in searches for the agency that closed it to intake..</p>	<p>A worker must have this Business Function to modify information in this window. If a worker has the Vacancy Search Business function, he or she can access the window in inquiry mode only.</p> <p>CD awards apply to foster Boarding Homes; Borough Awards apply to agencies that operate Congregate Care Facilities.</p> <p>The Closed to Intake window allows designated local district and OCFS workers to cause facilities to no longer be returned in a Vacancy Control Facility Search result. If OCFS closes a facility to intake, is is not returned in any searches.</p>
MAINT CLSD PERS	<p>This business function will provide the worker with the ability to:</p> <p>Access to the Local Data Maintenance window (only Person Demographics tab) via the Case Summary window in Modify mode.</p>	<p>Only designated FAD or CPS staff should be given this function. Because of the potential for an effect on other cases, it should only be assigned to staff who are knowledgeable about the process.</p>	<p>Only the Person Demographics Tab is enabled with this Business Function.</p> <p>Maintain Closed Person Demographics will be enabled only if the worker meets the following access requirements:</p> <ul style="list-style-type: none"> ❑ The staff person must have the Business Function Maint Clsd Persn; in addition, ❑ Investigation Stage (CPS or IAB) must be closed; and ❑ Worker must be from the same district/agency as the primary worker when the stage was closed, and either ❑ Closed stage is not associated with any open ARI stage, or ❑ Worker is Primary worker of associated open ARI stages.

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<p>MAINT CLSD INV</p>	<p>This business function will provide the worker with the ability to:</p> <p>Access to the Local Data Maintenance window (all tabs) via the Case Summary window. All four tabs are available to a CPS supervisor who has MAINT CLSD INV.</p> <p>They are: Person Demographics Add/Relate Person Allegations Investigation Conclusions</p> <p>Therefore, there is no need to give a person both MAINT CLSD Pers if they have MAINT CLSD INV.</p>	<p>Only designated Child Protective Services supervisors or above (Maintainer or Manager) should be given this function. Using this function causes changes in closed cases and could change the cases that are returned in person search when a new report comes in.</p>	<p>Note: Maintain Closed Investigation is a corrective process only. It is to be used exclusively to correct errors or oversights in the original investigation. Maintain Closed Investigation should not be used to record new information about an investigation that is learned after the investigation is closed. For more information see the Data Maintenance Job Aid or the Online Help.</p> <p>Maintain Closed Investigation will be enabled only if the worker meets the following access requirements.</p> <ul style="list-style-type: none"> ❑ The staff person must have the Business Function MAINT CLSD INV; in addition, ❑ Investigation Stage (CPS or IAB) must be closed; and ❑ Worker must be at the Supervisor level or above; and ❑ Worker must be from the same district/agency as the primary worker when the stage was closed, and ❑ Closed stage is not associated with any open ARI stage.