

New York State Office of Children and Family Services
CONNECTIONS Case Management

Impact Analysis
(Rev. 9/15/04 – Revisions are in italics)

Subject: Family Services Stage

Functional Area: Advocates Preventive-Only (ADVPO) Cases
[Note: This Impact Analysis applies only to those Voluntary Agencies that contract with ACS for preventive services. A separate Impact Analysis is available for other Non-Child Welfare Service Stage Types.]

Brief Description of Current Function/Process:

Voluntary Agencies that contract with ACS and which serve preventive services only clients [that is cases with no child in foster care *or being referred to foster care* and with no under investigation or open indicated child protective services (CPS) reports] currently use electronic or paper templates to document required assessment and service plans in the uniform case record (UCR) according to prescribed timeframes and formats. They are also responsible for documenting case activities, contacts and progress notes in a narrative form. ACS or OCFS staff must review these agency case records on-site for monitoring and/or audit purposes.

What Remains the Same:

- Cases covered by the Advocates Settlement will continue to be documented in accordance with the settlement agreement. Unless and until the settlement agreement is so amended or revoked, these preventive-only cases will not require completion of contacts and progress notes nor Family Assessment and Service Plans (FASPs) within CONNECTIONS Build 18. Voluntary Agencies will continue to use paper or electronic templates to document required contacts and progress notes and assessment and service plans for these cases.
- ADVPO cases require the opening of a WMS case in conjunction with the opening of a FSS.

What is New or Changes:

- There is a new concept of “stage types” within CONNECTIONS. Examples are: Child Welfare Services (CWS), which includes child protective, preventive, foster care, and adoption services; Court Ordered Investigations (COI); Interstate Compact for the Placement of Children (ICPC); Out of Town Inquiries (OTI); and Advocates Preventive-Only (ADVPO). Documentation requirements for both Intake and Family Service Stages differ by stage type.
- ADVPO cases will be documented partly within the CONNECTIONS Case Management system and partly outside of it. This will also involve some change to current procedure.
 - A Family Services Intake (FSI) will need to be completed in CONNECTIONS before a Family Services Stage (FSS) can be opened. The Intake for ADVPO cases does not

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- require completion of Behavioral Concerns and Family Issues (BCFI) or Programmatic Eligibility.
- A Family Services Stage (FSS) will be opened in CONNECTIONS. Users will employ selected functions of the CONNECTIONS system for ADVPO cases. The FSS for these cases is limited to the following CONNECTIONS tabs: Stage Composition, Progress Notes (available, but not required), and Case Summary. FASP, Key Dates and Service Plan Review are not available to ADVPO cases.
 - A new set of FASP templates will be created for ADVPO assessments and service plans. These templates will be completed outside the CONNECTIONS system, according to the prescribed timeframes.
- If a case starts as ADVPO and, subsequently, a CPS report comes in and is indicated or a child is placed in, *or referred to*, foster care, the ACS Case Manager must change the stage type to Child Welfare Services (CWS). Thereafter, completion of FASPs and Progress Notes in the CONNECTIONS system is required. *Once the stage type is listed as CWS, it cannot be changed back to ADVPO in Build 18. Should circumstances warrant this (for example, the referred child is never placed), the FSS would need to be closed and a new FSI opened with a stage type of ADVPO.*

Implications/Considerations:

System

- It is essential that cases covered by the Advocates Settlement be given the correct stage type in FSI.
- ADVPO cases will not receive system cues for coming due or overdue FASPs.
- Since anything entered in the CONNECTIONS tabs is viewable to all with “a role in the stage,” Progress Notes need not be entered online.

Program

- Voluntary Agency staff with mixed caseloads, which include both settlement and non-settlement cases, will need to ensure they document cases accordingly.

Recommendations:

Staff managing cases that are covered by the Advocates Settlement and (preventive-only cases) should ensure that these cases are given the correct stage type. Progress notes need not be entered on-line.