

# **CONNECTIONS**

## ***System Build 18.9.1 Job Aid***

***Functionality for all Users of CONNECTIONS***



**CONNECTIONS Training Project  
SUNY Training Strategies Group**

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**CONNECTIONS –System Build 18.9.1 Job Aid  
TABLE OF CONTENTS**

<b>Introduction</b> .....	<b>1</b>
<b>Approvals</b> .....	<b>2</b>
FASP Due Date .....	2
FASP Rejection Notification .....	2
Rejected To-Do's .....	2
<b>Foster and Adoptive Home Development (FAD)</b> .....	<b>3</b>
Fingerprint Letters .....	3
FAD Home Certificates and Approval Letters .....	3
<b>Family Assessment and Service Plans (FASPs)</b> .....	<b>4</b>
Family Update .....	4
Strengths, Needs and Risks .....	4
Life Skills Assessment .....	5
<b>FASP Reports</b> .....	<b>6</b>
Print Selected FASP Report Components .....	6
Foster Care Issues.....	7
<b>Health Services</b> .....	<b>9</b>
Primary Care/Medical Home .....	9
Health Providers .....	10
<b>Permanency</b> .....	<b>14</b>
Mail Local Copy .....	14
Caseworkers Grid .....	16
<b>Person Search</b> .....	<b>19</b>
Staff Person ID.....	19
<b>Plan Amendments</b> .....	<b>20</b>
<b>Progress Notes</b> .....	<b>21</b>
Save and Enter New Note .....	21
New Using.....	21
“Draft” Progress Notes .....	23
<b>Security</b> .....	<b>24</b>
<b>Service Plan Reviews</b> .....	<b>25</b>
<b>Support Tools</b> .....	<b>26</b>
Online Help .....	26
Enterprise Help Desk .....	27
OCFS CONNECTIONS Intranet Site .....	27
<b>Appendix A: FAD Fingerprint Notification and Denial/Revocation Letter</b> .....	<b>28</b>
<b>Appendix B: Foster Care Issues Section of FASP Report (Example)</b> .....	<b>42</b>

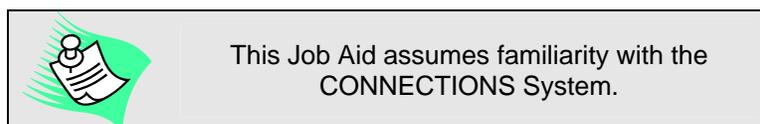
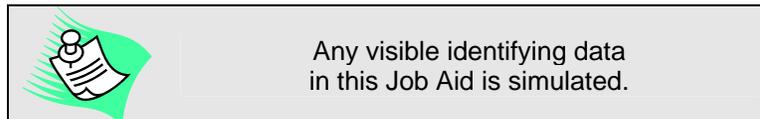


# Introduction

This Job Aid is intended for all CONNECTIONS users. It provides a detailed overview of the CONNECTIONS system changes being introduced with Build 18.9.1.

With the implementation of Build 18.9.1, several important changes will improve the CONNECTIONS system. It should be noted that many of the enhancements included in this Build originated from a collaborative effort on the part of OCFS, local district and voluntary agency casework and supervisory staff, who were members of the Functional Improvement Team (FIT). Specifically, this Job Aid contains information about enhancements in the following functional areas:

- Approvals
- Foster and Adoptive Home Development (FAD)
- Family Assessment and Service Plans (FASPs), including Plan Amendments and Service Plan Reviews
- FASP Reports
- Health Services
- Permanency
- Person Search
- Progress Notes
- Security



This Job Aid is available online on the CONNECTIONS intranet site:

*DFA Intranet Site > OCFS Home page > CONNECTIONS >Desk and Job Aids*

The CONNECTIONS intranet site also contains information about CONNECTIONS training.

# Approvals

## FASP Due Date

The Approval To-Do created when a FASP is submitted now includes the FASP due date. This will allow workers to search for the To-Do based on the date the FASP is due. The FASP due date will display in the **Due** field on the *To-Do Detail* window, as well as in the **Date** column on the *Staff To-Do List*, for these To-Do's.

**To-Do Detail - C:36100006**

File Edit Options Help

**To Do Data**

Due: 11/25/2006 Assigned To: Wilson3,Darryl Staff...

Short Desc: DW - Approve CMP FASP for FS Stage Adams,Maggie Completed: //

**Description / Notes**

Comprehensive Family Assessment and Service Plan has been submitted for approval for Family Services stage: Adams,Maggie, Case: 36100006, Stage: 26100013.

**Case Stage**

Stage: Adams,Maggie Staff: Wilson3,Darryl

Task: Approve FASP Task Due: //

**Created By**

Name: System Date: 08/15/2007

Persons... Save Cancel

## FASP Rejection Notification

The supervisor of a Case Planner that has approved a FASP will now receive an Alert To-Do if that FASP is later rejected by the Case Manager. The To-Do will be identical to the one sent to the submitter of the FASP when it was rejected.

## Rejected To-Do's

The following modifications were made to the Approvals process for rejected To-Do's:

- When a FASP is approved, any Removal Update To-Do's in "Rejected" status are deleted.
- When a FASP is approved, any FSS Stage Closure To-Do's in "Rejected" status are deleted, along with their associated events.
- When a FAD Reauthorization is approved, any FAD Stage Closure To-Do's in "Rejected" status are deleted.

# Foster and Adoptive Home Development (FAD)

## Fingerprint Letters

On January 11, 2007, foster boarding home and adoption regulations were amended to require FBI fingerprint checks for prospective foster and adoptive parents and those persons age 18 and over in the household. CONNECTIONS does not currently support these new regulations; consequently, the ability to access the fingerprint notification and denial/revocation letter (and the associated Spanish translations) in CONNECTIONS has been disabled. Note that workers are still required to provide the fingerprint notice to applicants and other adults in the household and the denial/revocation letter as appropriate, but they must use the revised documents found in 07-OCFS-ADM-01. To view this Administrative Directive Memo (ADM), access the OCFS intranet site (<http://ocfs.state.nyenet/connect/>), click on **Policies – External** (under **General Resources**), and then click on the *Administrative Directives* link.

Refer to Appendix A to review copies of the Notification and Denial/Revocation letter.

## FAD Home Certificates and Approval Letters

Out-of-state foster and adoptive homes in which New York State children are placed are licensed by their home state, using the home state's licensing criteria. They are not certified or approved by New York State. For this reason, the ability to print FAD Home Certificates and Approval Letters for out-of-state homes has been disabled in CONNECTIONS.

An additional change made to the FAD functionality with the implementation of Build 18.9.1 is the addition of drop-down menus were added to the pop-up windows that originate from the *Foster and Adoptive Home Record Summary* window in order to make them consistent with the rest of CONNECTIONS. The commands in the new **File**, **Options** and **Help** menus mirror the buttons that are on the window.

# Family Assessment and Service Plans (FASPs)

## Family Update

The **Presenting Needs and Concerns** tab for the Family Update has been relabeled “Original Reason for Case Opening.” The text on the tab describing what workers should enter in the narrative has been changed to the following to reflect this change:

*“Summarize the original reason for case opening. Identify the area the family considered most important to address.”*

Comprehensive FASP / Family Update - Collins, Kristy - S:24000023/C:34000020

File Help

**Original Reason for Case Opening** Family Background Case Update FASP Legal Activity

Summarize the original reason for case opening. Identify the area the family considered most important to address.

This is where workers would document any presenting needs.

Save Cancel Close

In addition, once an Initial FASP has been approved, subsequent FASPs will display the **Family Background** tab as the “active” tab when a worker enters the *Family Update* window (although the **Original Reason for Case Opening** tab will be available in view-only mode). Entries in the **Original Reason for Case Opening** tab will be time-stamped each time an entry is made or modified until the Initial FASP is approved.

## Strengths, Needs and Risks

The Strengths, Needs and Risks scales for Parents/Caretakers and Children will be pre-filled in Reassessment FASPs from the last approved Comprehensive or Reassessment FASP. The comments associated with the scales will also be pre-filled. If the scales are pre-filled, they will

be listed on the *Check FASP Detail Component Status* window until they have been accessed by the worker to ensure that they are reviewed. It is **very** important that workers review the scales carefully and update them as necessary in each FASP cycle; this is essential to the successful development of the Service Plan.

In addition, each item in the **Scale** column will now be numbered and each item in the **Ratings** column will be preceded by a letter (“a” through “d”), to make it easier to reference specific scales in the Comments section.

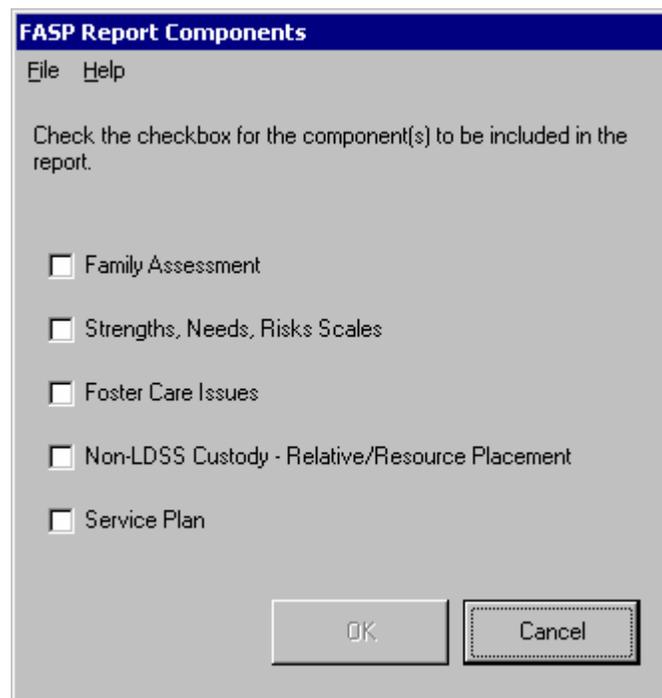
## **Life Skills Assessment**

The Life Skills Assessment scales will be pre-filled in the Comprehensive and Reassessment FASP from the last approved FASP. If the scales are pre-filled, they will be listed on the *Check FASP Detail Component Status* window until they have been accessed by the worker to ensure that they are reviewed. It is **very** important that workers review the scales carefully and update them as necessary in each FASP cycle; this helps ensure that the appropriate Service Plan is developed for the child.

# FASP Reports

## Print Selected FASP Report Components

The *FASP Report Components* window, which can be used to select specific components to be included in a printed FASP Report, has been added for approved FASPs. This window is accessed from the **Print Selected** button on the Full FASP Report window. The **Print** button on the Full FASP Report window for approved FASPs has been renamed “**Print All**”; clicking this button will print the entire FASP report. The Print Selected functionality is only available for FASPs that have been approved; the FASP Report window for In Process FASPs has a **Print** button for printing the entire report.





## Step-by-Step: Printing an Approved FASP Report

- 1 Access the *Family Assessment and Service Plan* window.
- 2 On the *Family Assessment and Service Plan* window, click on an approved FASP in the FASP tree.  
*The FASP Report window displays.*
- 3 Click on the **Print All** button to print the entire FASP report.  
*The entire FASP Report prints.*

—OR—

- Click on the **Print Selected** button to print only specific components of the FASP report.  
*The FASP Report Components window displays.*
- 4 On the *FASP Report Components* window, click on the checkbox(es) to select which components to include in the printed FASP Report.  
*The **OK** button enables.*
  - 5 Click on the **OK** button.  
*The FASP Report prints with only the selected component(s) included.*



### Where am I?

*Assigned Workload > Tasks >  
Family Assessment and Service  
Plan tab*

## Foster Care Issues

The Foster Care Issues section of the FASP Report has been modified so the information is now arranged by child. The child's name now appears once, under the Appropriateness of Placement heading (for a full FASP report), followed by all of the Foster Care Issues nodes and sections for that child. For a component report, information is displayed by child for each component.

In addition, the following modifications were made:

- Page breaks were added after the information for each child, between the last child and the Visiting Plan, and between the Visiting Plan and Visiting Grid sections.
- If the Discharge information was recorded in the FASP, it will now be displayed before the Visiting Plan/Visiting Grid sections.

Refer to Appendix B to view an example of the Foster Care Issues section of the FASP Report output.

The following additional changes were made to FASP Reports with the implementation of Build 18.9.1:

- The information that was previously displayed in the header of the FASP Report output will now be displayed on the first and signature pages only, with a subset of this information in the header of all other pages. In addition, the following two labels have been modified to make them clearer:
  - “District with Case Management” has been relabeled “LDSS with Case Management.”
  - “District/Agency with Case Planning” has been relabeled “LDSS/Agy with Case Planning.”
- Only workers currently assigned to the stage will display in the FASP Report. Unassigned workers have been removed from the “Worker Information” section of the FASP Report and the **End Date** column has been removed.
- The following text was added to the beginning of the Service Plan section of the FASP Report output (but not on the actual window in CONNECTIONS):

*“The service plan described on this and any attached pages, represents a plan to help you meet the most important needs of your family. It is important that you read and understand this plan. It may be used to review agreed upon activities and to review progress.”*





## Step-by-Step: Accessing the Primary Care/Medical Home

- 1 Access the *Health Services* window.
- 2 Access the **Child Health Info** tab.
- 3 With a child selected in the **Child List** grid, click on the **Primary Care/Medical Home** button.  
*The Primary Care/Medical Home window displays.*

Note that this button is disabled when there are unsaved changes on the **Child Health Info** tab.



### Where am I?

*Assigned Workload > Tasks > Health Services tab*

## Health Providers

Prior to the implementation of Build 18.9.1, workers used the **Health Provider** button on the **Clinical Appointment** tab to link a health provider to a clinical appointment; information about the health provider could not be modified using this path. To modify a health provider, workers had to select the **Add/Modify Health Providers** command from the **Options** menu on the *Clinical Appointment Health Provider* window.

To make navigation easier and more intuitive, the **Add/Modify Prov.** button has been added and the **Health Provider** button has been renamed "Select Health Provider" on the **Clinical Appointment** tab. A system status message was also added to the **Clinical Appointment** tab that states:

*"Add or Verify Health Provider Exists prior to entering Clinical Appointment."*

The **Select Health Provider** button opens the *Clinical Appointment Health Provider* window, which lists all previously-saved health providers for the child. When the *Clinical Appointment Health Provider* window is accessed using this button, it can be used to link a provider to the clinical appointment; however, health provider information cannot be added or modified this way. This button is enabled when a worker initially adds a clinical appointment or when an unsaved record is selected in the History grid.

The **Add/Modify Health Prov.** button opens the *Clinical Appointment Health Provider* window where you can add or modify information for the child's health providers. This button is enabled when there are no unsaved changes on the **Clinical Appointment** tab.



It is best to record each health provider's information prior to adding the health record information; this makes the provider available for linking to an appointment.

Health Services - Collins, Kristy - S:24000023/C:34000020

File Options Reports Help  
Case Name: Collins, Kristy

**Child List**  
 Active < 21    All Active    All

Name	Sex	Person ID	Age	DOB	Responsible Agency	Medicaid Sta
Collins, Patrick	M	14000030	18	04/22/1989		
Collins, Kimberly	F	14000031	9	08/16/1997		

Child Health Info   **Clinical Appointment**   Early Intervention   Bio. Family Health Info   HIV Risk Assessment   Health Narrative

**History**

App. Date	Domain Type	App. Type	Diagnosis Date	Provider	City/Town	Tx Rec	INV
10/23/2006	Physical/Medical	Initial Assessment		Albany Family Care	ALBANY	<input type="checkbox"/>	<input type="checkbox"/>

**Domain Type**  
 Dental  
 Developmental  
 Mental Health  
 Physical/Medical  
 Substance Abuse

**Appointment Type**  
 Diagnosis at Intake  
 Emergency Care  
 Follow-up  
 Initial Assessment  
 Reassessment  
 Sick child

**Diagnosis**

Diagnosis	End Date
<input type="checkbox"/> Acne	
<input type="checkbox"/> Allergies (environmental, food, medication)	
<input type="checkbox"/> Anemia	
<input type="checkbox"/> Aneurysm	
<input type="checkbox"/> Anorexia Nervosa	
<input type="checkbox"/> Apnea	
<input type="checkbox"/> Appendicitis	
<input type="checkbox"/> Other	

Immunizations  
Are child's immunizations up to date?  Yes    No

Appointment Date  
10/23/2006

Add or Verify Health Provider Exists prior to entering Clinical Appointment



## Step-by-Step: Linking a Health Provider to a Clinical Appointment

- 1 Access the **Clinical Appointment** tab.
- 2 With a child selected in the **Child List** grid, enter all of the appropriate information for the clinical appointment.
- 3 Click on the **Select Health Provider** button.  
*The Clinical Appointment Health Provider window displays.*
- 4 Select a health provider in the Resource List grid.  
*The health provider's information displays in the detail fields.*
- 5 Click on the **OK** button.  
*The **Clinical Appointment** tab displays.*



**Where am I?**

*Assigned Workload > Tasks >  
Health Services tab > Clinical  
Appointment tab*

- 6 Click on the **Add** button.  
*The clinical appointment displays in the **History** grid, with the health provider's name in the **Provider** column.*

*If you have not already added a Health Provider, the following message displays:  
"After saving this record you will not be permitted to add a Health Provider. Would you like to add a Health Provider?"*

Click on the **Yes** button to add a health provider.

—OR—

Click on the **No** button to save the record without a provider.  
*The **Save** button enables.*

- 7 Click on the **Save** button.  
*The clinical appointment is saved and all Health Services tabs become enabled.*



### Step-by-Step: Adding a Clinical Appointment Health Provider

- 1 Access the **Clinical Appointment** tab.
- 2 Click on the **Add/Modify Prov.** button.  
*The Clinical Appointment Health Provider window displays.*
- 3 In the **Resource Name** field record appropriate information.
- 4 Record the primary street address in the **Street** field.
- 5 Record the second line of the address in the **P.O. Box/Apt** field, if applicable.
- 6 Record the city in the **City** field.
- 7 Select the appropriate state by clicking on the drop-down arrow in the **State** field.
- 8 Enter the ZIP Code of the court in the **Zip** field.
- 9 Validate the address by clicking on the **Validate** button.  
*The address validation window displays.*
- 10 Click on the **Accept** button to accept the validated address.  
*Proceed to Step 11.*

—OR—

Click on the **Reject** button to reject the validated address.  
*You must reenter an address and repeat Step 9 in order to save the record.*

- 11 If available, record the telephone number in the **Number** field.  
*The **Add** button enables.*



#### Where am I?

*Assigned Workload > Tasks >  
Health Services tab > Clinical  
Appointment tab*

- 12 Click on the **Add** button.  
*The record is added to the grid. The **Save** button enables.*
- 13 Click on the **Save** button.  
*The **Clinical Appointment** tab displays.*

The following additional changes were made to the Health Services module with the implementation of Build 18.9.1:

- To increase the flexibility of the system, the edits have been removed so that any combination of domain types can be selected in the **Domain Type** field on the **Clinical Appointment** tab. When multiple domain types are selected, "Multiple" displays in the Domain Type field.
- Workers can now backdate the Date of HIV Test on the **HIV Risk Assessment** tab to the child's date of birth.
- To improve the ease of navigation, workers are no longer required to answer the Biological Mother questions before they can access the *Additional Information* window. The **Additional Information** button on the **Bio. Family Health Info** tab will be only be disabled when there are unsaved changes on the window.
- The child's demographic information is now pre-filled on the Authorization to Release Foster Child's Health Records form and Request for Past Medical and Psychological/Psychiatric Health Records form.
- The names of the biological parents have been removed from the biological family health section on the Child Health Summary and Child Health History Reports. This has been done to prevent this information from being shared with those permitted or required to have the child's health information, but not the identity of the child's biological parents. Note that these names have been removed from the report outputs only and not from the actual windows in CONNECTIONS.

# Permanency

## Mail Local Copy

Prior to the implementation of Build 18.9.1, workers were able to email the Permanency Hearing Report to their own email account. With the implementation of Build 18.9.1, workers will have the ability to email the Permanency Hearing Statement, in addition to the Permanency Hearing Report. The **Permanency Hearing Statement** and **Permanency Hearing Report** options were added under **Mail Local Copy** in the **Options** menu on the *Permanency* window. These options can be used to email a copy of the Permanency Hearing Report or Statement to the logged-on worker. Emailing a report or statement enables the worker to store it so that it can be sent to required reviewers (e.g., supervisor, attorney). A report or statement may be emailed multiple times. The **Mail Local Copy** option enables when a row in the **Permanency Report Summary** grid is selected on the *Permanency* window.

The screenshot shows the 'Permanency' window for case 'Collins, Kristy - S:24000011/C:34000002'. The 'Options' menu is open, highlighting 'Mail Local Copy'. Below it, a sub-menu shows 'Permanency Hearing Report' and 'Permanency Hearing Statement'. The main window displays a table with columns: DOB, Hearing Date Certain, Program Choice 1, and Program. The 'Permanency Report Summary' table at the bottom has columns: Type, Status, Status Date, Date Last Update, Hearing Date Certain, and Report ID.

DOB	Hearing Date Certain	Program Choice 1	Program
4/22/1989		Protective	Placeme
08/16/1997		Protective	Placeme
03/30/2004		Protective	Placeme

Type	Status	Status Date	Date Last Update	Hearing Date Certain	Report ID
Single	Draft	8/8/2007	8/8/2007	9/3/2007	81

Although the Permanency Hearing Report and Statement may be emailed to the court prior to the Date Certain, an original, sworn copy must also be filed with the court prior to the Date Certain.



## Step-by-Step:

### Emailing a Local Copy of a Permanency Hearing Report or Statement

- 1 Access the *Permanency* window.
- 2 Select the desired Permanency Hearing Report from the **Permanency Report Summary** grid by clicking on the box to the left of it.
- 3 Click on the **Options** menu and select the **Mail Local Copy** command.  
*The **Mail Local Copy** sub-menu items display.*
- 4 Select the **Permanency Hearing Report** or **Permanency Hearing Statement** sub-menu item.  
*A copy of the report or statement is emailed to the logged-on worker.*



#### Where am I?

*Assigned Workload > Tasks > Permanency tab*

For an Individual or Freed Child report, the subject of the email will be:

**Permanency Hearing Report:** "Single S-<Stage ID> <Last Name> <First Name> R-<Report ID>"

**Permanency Hearing Statement:** "Statement S-<Stage ID> <Last Name> <First Name> R-<Report ID> "

For a Multiple Child report, the subject of the email will be:

**Permanency Hearing Report:** "Multiple S-<Stage ID> Multiple R-<Report ID>"

**Permanency Hearing Statement:** "Statement S-<Stage ID> Multiple R-<Report ID> "

When the worker selects the Permanency Hearing Report or Permanency Hearing Statement sub-menu item, the following message displays:

*"The report/statement will be mailed to XXXXXX@nysemail.state.ny.us. If you cannot access this mailbox, contact the Case Manager. Do you wish to proceed with the mailing?"*

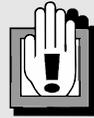
Click on the **Yes** button to proceed.

If the logged-on worker's email address cannot be found in the global address book, the following message will display:

*"The Logged On user cannot be found in the HSEN email system. This report can only be emailed from CONNECTIONS to a logged on user who is found in the HSEN email system. Please contact the case manager or other person with access to the case who is in the HSEN email system to log on and have the report emailed."*

Click on the **OK** button to close the message.

- 5 Once a report or statement has been emailed to the logged-on worker, that worker must open it and apply password protection before it can be forwarded to anyone. This requirement is crucial to avoid revealing confidential material to unauthorized individuals, should the report/e-mail be misdirected by being sent to the wrong email address(es). **Passwords must never be sent with the emailed report; they must be transmitted separately.**



**Important!** When forwarding this report, security guidelines for emailing must be followed. To review these guidelines:

- Navigate to the CONNECTIONS intranet site.
- Click on the Security link.
- Access "Guidelines for using Electronic Communication for Sharing Case Specific Information."

## Caseworkers Grid

To give workers the ability to select caseworkers they want to display on the Permanency Hearing Statement, the **Caseworkers** grid, which contains all workers assigned to the stage (with the exception of the Case Manager), has been added to the *Court Information* window. Workers can select one or more worker(s) from the grid; these workers will display in the "Case Worker Name" field on the Permanency Hearing Statement.



Within NYC ACS, a Notice Grid is the document used to list all relevant case respondents, not the Permanency Hearing Statement generated by CONNECTIONS.

**Court Information - Collins,Kristy - S:24000023/C:34000020**

File Options Help

**Family Court Address**

Street:

PO

Box/Apt:

City:  State:

Zip:

**Caseworkers**

	Name
<input checked="" type="checkbox"/>	Wilson5,Darryl
<div style="border: 1px dashed gray; width: 100%; height: 100%;"></div>	

**Hearing Information**

Judge/Referee:  Court:

Attorney for ACS/DSS:  Docket Number(s):

Hearing Date Certain:  Time of Hearing:

Verify System Response is Accurate

Court Part or Room:

**Step-by-Step:**  
**Selecting a Caseworker to Display on the Permanency Hearing Statement**

- 1 Access the *Court Information* window.
- 2 Click the checkbox next to one or more workers in the **Caseworkers** grid that you want to include on the Statement.
- 3 Enter the appropriate information in the **Family Court Address** and **Hearing Information** sections of the window.  
*The **Save** button enables.*
- 4 Click on the **Save** button to save the information on the window.
- 5 Click on the **Close** button to close the *Court Information* window.

**Where am I?**

*Assigned Workload > Tasks > Permanency tab > Notices and Statement button > Court Information button*

The following additional changes were made to the Permanency module with the implementation of Build 18.9.1:

- If the Case Manager is from ACS, once a worker has invited at least one person to the permanency hearing on the *Permanency Hearing Notices and Statements* window, the Permanency Hearing Statement will be available to be printed from the **Reports** menu. Court information does not need to be completed.
- The **VA Workers** grid on the *Permanency Hearing Notices and Statements* window has been relabeled "Workers" and has been modified so it populates with all workers who have a role in the stage (instead of only voluntary agency workers). Workers selected in this grid can be added to the list of invitees for a permanency hearing.
- The **Docket Number** field on the *Court Information* window has been relabeled "Docket Number(s)" and its text field length has been increased from 20 to 120 characters so that multiple docket numbers can be entered.
- The Permanency Hearing Notice has been revised and now includes the child's CIN and the most recent revision date (2006).

# Person Search

## Staff Person ID

An employee's Person ID (PID) should never be listed as part of the stage composition. If an employee is also part of a stage, s/he should have two PID's in CONNECTIONS: one as an employee and one as part of the stage composition. For this reason, with the implementation of Build 18.9.1, workers can no longer merge, relate or view the Case List for a staff person. When an employee's Person ID is selected in the Person Search results on the *Person Search* or *Add/Relate Person* windows, the following message is displayed:

*"This person is an employee. For more information use Staff Search."*

Clicking the **OK** button closes the message window.

When a staff person is selected in one of these windows, the **Case List** and **Relate** buttons (and corresponding **Options** menu commands) will be disabled. On the *Person Search* window, the **Person Merge/Split** command in the **Options** menu will also be disabled.

Workers will also not be able to enter an employee as the Person Forward on the *Person Merge/Split* window. If a worker attempts to do this, the following error message is received upon validating the PID:

*"Pers Forward is Employee or fmr Employee. Merge is not allowed."*

## Plan Amendments

When completing Plan Amendments, it has always been a requirement to document the status change that occurred. However, prior to the implementation of Build 18.9.1, it was possible to submit a Plan Amendment for approval without selecting a status change. With the implementation of Build 18.9.1, workers will no longer be able to submit a Plan Amendment for approval when no status change has been selected and completed. This modification puts in place a system edit for what has always been required programmatically. In addition, an enhancement was made to the system to make it easier to navigate to the *Plan Amendment Maintenance* window; this window now opens automatically upon launching a Plan Amendment.

# Progress Notes

## Save and Enter New Note

In order to facilitate the recording of successive progress notes, the **Save and Enter New Note** button was added to the *Progress Notes Detail* window. This button saves the current progress note in "Draft" status and clears all fields on the *Progress Notes Detail* window. The **Save and Enter New Note** button is enabled when all required fields have been entered in a new or "Draft" progress note.

The Save and Enter New Note functionality can save workers valuable time as it allows them to add new progress notes directly from within a note they are working on, without having to return to the *Progress Notes* window.

**Progress Notes Detail - Collins, Kristy - S:24000023/C:34000020**

File Options Help

Event Date: 8/1/2007 Time: : Family Participant/Focus: All

Type: Casework Contact

Method of Contact: Face To Face

Unannounced Visit

Location of Contact: Case Address

Person ID	Name	FP	Focus
14000028	Collins, Kristy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14000029	Collins, Thomas	<input type="checkbox"/>	<input type="checkbox"/>
14000030	Collins, Patrick	<input type="checkbox"/>	<input type="checkbox"/>
14000031	Collins, Kimberly	<input type="checkbox"/>	<input type="checkbox"/>

Other Participant:

Author: Wilson5, Darryl

Entered By: Wilson5, Darryl

Dist./Agy: A31

Entry Date: 8/1/2007

Purpose:

**B I U** 100%

Worker went to visit Kristy to check on her progress. The house was still dirty with dirty dishes piled up on the kitchen table and laundry piled in the living room. Kristy looked clean and was composed. She stated that she has been taking her medication but she still feels overwhelmed because of her job and the amount of work necessary to put her house in order. Kristy did not ask how the children were doing. She did discuss that she attends her first group therapy session the next evening.]

Copy Note New Note View Existing Notes Save as Draft Save as Final Cancel **Save and Enter New Note**

## New Using

The **New Using** command was added to the **Options** menu on the *Progress Notes* window. The New Using functionality can be a useful tool for workers, as it allows them to use a previously-recorded progress note as a starting point for a new note, saving the time required to specify all of the notes details and letting them focus on simply writing the narrative.

When a worker selects a note in the Search Results grid in the *Progress Notes* window, then selects the **New Using** command from the **Options** menu, a new *Progress Notes Detail* window displays with the following fields pre-filled from the selected progress note:

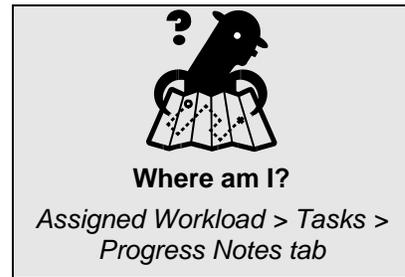
- Type
- Method of Contact
- Location of Contact
- Other Participant
- Purpose

Note that workers can modify these pre-filled fields.



### Step-by-Step: Creating a New Progress Note from an Existing Note

- 1 Access the *Progress Notes* window.
- 2 Select an existing progress note in the Search Results grid.
- 3 Select the **New Using** command from the **Options** menu.  
*The Progress Notes Detail window displays with the **Type, Method of Contact, Location of Contact, Other Participant** and **Purpose** fields pre-filled from the selected progress note.*



- 4 Make any necessary modifications to the pre-filled fields. Note that workers can modify the pre-filled fields in the new progress note created using the **New Using** option.
- 5 Record the narrative of the progress note in the **Narrative** field.
- 6 Once all of the required fields are recorded, click on the **Save as Draft** or **Save as Final** button. The following message will display: **“Changes have been saved.”**
- 7 Click the **OK** button. The *Progress Notes* window displays with the new note listed.



If you change the **Type** or **Method of Contact** while entering a Progress Note, the following messages will appear:

**“Changing TYPE will clear all user entered data fields except the Narrative. Continue making changes? Yes/No”**

and

**“Changing METHOD may clear the user entered data fields that are inconsistent with the new METHOD selection. Continue making changes? Yes No”**

## **“Draft” Progress Notes**

Progress notes will now be frozen and unavailable for edit at day 20, rather than at day 15. This change has been made in order to support supervisors' ability to review staff progress notes and to direct staff to provide necessary clarification and accurate detail. The standard for the contemporaneous recording of progress notes has not changed. As a business record, the progress notes must maintain accurate and timely information that is available to all caseworkers and supervisors with a role in the case. The addition of days to the period for progress note review by supervisors does not change the requirement for the prompt entry of notes into the record in CONNECTIONS.

In addition, the amount of information in the header of printed progress notes has been decreased; now only the first page will display the full header information and subsequent pages will display a subset of this information.

# Security

After the implementation of Build 18.9.1, if the district or agency has set up an Organizational Hierarchy and has enabled a Direct Supervisory Line for either All Staff or All Non-Clerical Staff, the workers in units above can be “in”-assigned or “out”-assigned to the unit above and will have view or maintain access to the workloads of all staff in the unit(s) below. These workers will have view or maintain access to the entire workload of the worker in the unit below dependent upon which radio button (**View** or **Maintain**) was selected on the *Agency Access* window. The workloads of staff members, whether they are “in”- or “out”-assigned, in the units *below* in the direct supervisory line can be viewed or maintained by the staff in the unit above them in the Organizational Hierarchy.

If a worker has not been assigned a Job Type on the *Staff Security* window, the system will assign the worker a category of “Clerical” by default. Therefore, if access (view or maintain) is assigned to All Non-Clerical Staff in the **Direct Supervisory Line** section of the *Agency Access* window, a worker who has not been assigned a job type (and has been given the Job Type of “Clerical” by default) will not be granted access via the Organizational Hierarchy.



The changes to Security described above apply to FSI and FSS stages only.

## **Service Plan Reviews**

With the implementation of Build 18.9.1, space was added to the top margin of the Service Plan Review Notification Letter so it can be printed on letterhead.

# Support Tools

## Online Help

CONNECTIONS Online Help provides descriptions for various windows, as well as step-by-step instructions for common tasks. You can access Online Help at any time, from any window in CONNECTIONS by clicking on the **Help** menu or pressing the **F1** key on your keyboard.

The **Contents**, **Index** and **Search** tabs in Online Help allow you to search for and navigate to the topic(s) you need help on.



### Step-by-Step: Accessing Online Help

- 1 Click on the **Help** menu on the CONNECTIONS Toolbar.

*The following list of commands displays:*

<b>Contents</b>	<i>A table of contents for the help facility with links to major sections.</i>
<b>How Do I?</b>	<i>Step-by-instructions to help you complete tasks using CONNECTIONS.</i>
<b>Window Descriptions</b>	<i>Descriptions of windows in CONNECTIONS, along with information on various fields.</i>
<b>DSS Policy</b>	<i>Online OCFS policy handbooks (under revision).</i>
<b>Help On This Window</b>	<i>Window description help for the window you are on.</i>
<b>Help for Help</b>	<i>Instructions on how to use the help functionality.</i>
<b>About CONNECTIONS</b>	<i>Information about the current CONNECTIONS version and build.</i>

- 2 Click on a command from the **Help** menu.  
*The window related to your selection displays. In some cases, you will need to make another selection in that window to obtain instructions. At the top of each window you will see additional buttons and menus. Use the **Search** button to search for specific information in the Help function and use the **Back** button to return to windows you have just visited in Help. The **Glossary** button opens a list of important CONNECTIONS terms and the **Print** button allows you to print Help information.*
- 3 When you are done reviewing information in Help, close each *Help* window by clicking on the **Close** button (☒) in the top right corner of the window.  
*The system returns to the window you were using when you accessed Help.*

## Enterprise Help Desk

The New York State Office for Technology (NYS OFT) Enterprise Help Desk staff is available to answer basic questions related to your equipment or to solve problems you are having with the CONNECTIONS application. If they cannot solve your problem, they will record your information and forward it to others who can.

Your agency may have procedures in place for contacting the Enterprise Help Desk. Check with your supervisor before you call.

The Enterprise Help Desk is staffed 24 hours a day, seven days a week. The telephone number is:

**1-800-NYS-1323**  
(1-800-697-1323)

When you call the Enterprise Help Desk with a problem, you will be given a ticket number to use for tracking your issue and its resolution. Keep a record of this number; you will need it for any follow-up conversations with the Enterprise Help Desk.

## OCFS CONNECTIONS Intranet Site

A variety of training-related materials are available from the OCFS CONNECTIONS intranet site (<http://ocfs.state.nyenet/connect/>). The intranet site contains a wealth of information related to various aspects of CONNECTIONS, including training schedules, Alerts and Notices, Step-by-Step Guides (including the *CONNECTIONS Case Management Step-By-Step Guide*), Job Aids and Frequently Asked Questions (FAQs). Release Notes – a complete list of the modifications, enhancements, fixes and impacts in the Build – is also available from the CONNECTIONS intranet site.



### Step-by-Step: Accessing the OCFS CONNECTIONS Intranet Site

- 1 From your local desktop, double-click on the **Internet Explorer** icon.
- 2 If the browser does not display the OCFS intranet site automatically, enter <http://ocfs.state.nyenet> into the browser's address line and press the **Enter** key on your keyboard.  
*The OCFS intranet home page displays.*
- 3 Click on the **CONNECTIONS** link.  
*The CONNECTIONS home page displays.*
- 4 Click on a topic to access information. For access to various Step-by-Step Guides and Job Aids, click on the **Step-by-Step/Job Aids/Tips** link. For access to Release Notes for a Build, click on the **Implementation** link.
- 5 To close Internet Explorer, click on the **File** menu and select **Close**.

## **Appendix A:**

### **FAD Fingerprint Notification and Denial/Revocation Letter**

**NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES**  
**NOTICE REGARDING FINGERPRINTING REQUIREMENTS**

This notice is to advise you that New York State law (section 378-a of the Social Services Law) requires you and those persons over the age of 18 who currently live in your home to be fingerprinted if you are applying to be certified or approved as a foster parent (including a relative foster parent) or an adoptive parent. The fingerprints are used to conduct a national criminal history record check through the Federal Bureau of Investigation (FBI) and a New York State criminal history record check through the Division of Criminal Justice Services (DCJS).

The social services district or voluntary authorized agency with which you are seeking certification or approval will ask you and all of the above noted household members to have fingerprints taken. It will give you a listing of one or more places where you and those household members may go to have the fingerprints taken. It will give you blank fingerprint cards and mailer for each person who must be fingerprinted. The person or place actually taking the fingerprints may charge you a fee for taking the fingerprints.

After the fingerprints are taken, they will be sent to the Office of Children and Family Services (OCFS). OCFS will then send them to DCJS and the FBI to search their agency files for any criminal record of charges or convictions in New York State or nationally. There is no fee to you for these searches.

If in any search a criminal record is found, the social services district or voluntary authorized agency will receive summary information about the charges or convictions. (When application is made to a voluntary authorized agency, specific charges or convictions reported by the FBI involving you and those persons over the age of 18 who currently live in your home will only be provided to the voluntary authorized agency when OCFS receives the consent addressed in the notice section below.)

Depending upon the types of crimes listed in the criminal history, the following actions could result:

- denial of your application;
- revocation of your certification or approval;
- removal of children already placed in your home.

You will be provided notice and reason for such actions if they are taken. In the event your application is denied or your certification or approval is revoked, you will be provided with a copy of the summary of the criminal history record.

You will also be given a notice which provides a description of the process DCJS and the FBI have for persons to review their criminal history record and any rights to challenge the action taken.

**Please be advised:** If you are an applicant or a certified or approved foster or adoptive parent and you have been convicted of a presumptive disqualifying crime, your application will be denied or your certification or approval revoked UNLESS you demonstrate to the social services district or voluntary authorized agency:

- that the denial or revocation will create a unreasonable risk of harm to the physical or mental health of the child, and
- that approval of your application or continuance of your certification or approval will not place the child's safety in jeopardy and will be in the best interests of the child.

Presumptive disqualifying crimes include certain felonies such as child abuse or neglect; spousal abuse, crimes against children, and certain crimes of violence.

DCJS retains your fingerprints until your home is closed or an adoption is finalized. While it retains the fingerprints, DCJS will notify OCFS (which will then notify the social services district or voluntary authorized agency) if you or anyone fingerprinted under this law is charged with a crime. The FBI does not retain fingerprints.

All criminal history record information is confidential. It may not be made available for public inspection. However, it may be disclosed for judicial or administrative proceedings relating to a denial of an application, revocation of a certificate or approval, or the removal of foster children. Where there is a pending court case, a copy of the summary of the criminal record will be provided to the Family Court or Surrogate's Court.

**NOTICE TO PERSONS APPLYING TO A VOLUNTARY AUTHORIZED AGENCY [THIS DOES NOT APPLY TO PERSONS APPLYING TO A SOCIAL SERVICES DISTRICT]:**

For a person who is applying to a voluntary authorized agency for certification or approval as a foster or adoptive parent and all other persons over the age of 18 who currently live in the home of the applicant, you will each be given a consent to sign called the "Acknowledgement and Consent for Fingerprinting and Disclosure of Criminal History Information". The purpose of the consent is to authorize OCFS to provide the voluntary authorized agency with certain specific information on any crime or crimes reported to OCFS by the FBI. The failure to sign the consent is a reason by itself to deny the application for certification or approval. Also, if someone subject to the fingerprint requirement refuses to sign a consent, and the FBI has reported to OCFS that the person has a conviction or charge, OCFS regulations require the voluntary authorized agency to deny the application for certification or approval.

We have a mutual interest in protecting the safety of foster children. These requirements are important in meeting that goal.

**OFICINA DE SERVICIOS PARA NIÑOS Y FAMILIAS  
DEL ESTADO DE NUEVA YORK**

**NOTIFICACION ACERCA DE LOS REQUISITOS  
DE HUELLAS DIGITALES O IMPRESIONES DACTILARES**

El propósito de esta notificación es informarle que la ley del estado de Nueva York (Sección 378-a de la Ley de Servicios Sociales) requiere que usted y todos aquellos individuos mayores de 18 años de edad que actualmente residen en su hogar provean huellas digitales, si es que usted está aplicando para ser o ya es un(a) padre/madre de crianza certificado(a) o aprobado(a) (incluyendo a un familiar que asume el papel de padre/madre de crianza) o está solicitando para ser un(a) padre/madre adoptivo(a). Las huellas digitales se usan para llevar a cabo verificaciones de historiales criminales a nivel nacional, a través de la Agencia Federal de Investigaciones (Federal Bureau of Investigation—FBI), y a nivel estatal, a través de la División de Servicios de Justicia Criminal (Division of Criminal Justice Services—DCJS).

El distrito de servicios sociales de su localidad o la agencia voluntaria autorizada mediante la que está tratando de obtener certificación o aprobación pedirá que usted y todos los miembros de su hogar citados anteriormente provean huellas digitales. Se le dará una lista de uno o más lugares donde usted y los miembros de su hogar podrán presentarse para que se tomen impresiones de sus huellas digitales. A usted se le proveerá tarjetas de impresión de huellas digitales en blanco y un sobre para que las envíe para cada persona que debe proveer huellas digitales. Es posible que se le cobre un honorario por el proceso de tomar huellas digitales.

Después de haberse tomado las huellas digitales, éstas serán enviadas a la Oficina de Servicios para Niños y Familias (Office of Children and Family Services). La OCFS las enviará a la División de Servicios de Justicia Criminal y al FBI para investigar los archivos de sus respectivas agencias con el fin de identificar cualquier récord criminal de cargos o convicciones en el estado de Nueva York o en la nación. Las investigaciones son gratuitas.

Si durante la investigación se encuentra un récord criminal, el distrito de servicios sociales o la agencia voluntaria recibirá un resumen de los cargos o convicciones. (Cuando la solicitud se la dirija a una agencia voluntaria autorizada, los cargos o las convicciones específicas reportadas por el FBI involucrándole a usted y a aquellas personas mayores de 18 años de edad que viven en su hogar sólo se proveerán a la agencia voluntaria autorizada cuando OCFS reciba el consentimiento referido más abajo.

Dependiendo de los tipos de crímenes listados en el historial criminal, las siguientes acciones pueden llevarse a cabo:

- rechazo o negación de su aplicación;
- revocación de su certificación o aprobación;
- retiro de los niños ya colocados en su hogar.

Se le proveerá una notificación explicándole las razones de tales acciones, si éstas se llevan a cabo. En caso de que su solicitud sea rechazada o negada, o de que su certificación o aprobación sea revocada, se le proveerá una copia del resumen del historial criminal.

A usted también se le notificará una descripción del proceso que DCJS y el FBI utilizan para que una persona pueda revisar su historial criminal y cualquier derecho que esa persona pueda tener para objetar a la acción efectuada.

**Por favor tenga en cuenta:** Si usted es un solicitante o un padre/madre de crianza o adoptivo(a) aprobado(a) o certificado(a), y usted ha sido convicto de un crimen que presuntamente lo descalifica, su aplicación será negada/rechazada o su certificación o aprobación revocada A MENOS que usted demuestre al distrito de servicios sociales o a la agencia voluntaria autorizada que:

- el rechazo o la revocación creará un riesgo irrazonable de daño a la salud física o mental del niño(a); y
- la aprobación de su solicitud o la continuación de su certificación o aprobación no pondrá al niño(a) en peligro y protegerá los intereses del niño(a).

Los crímenes que presuntamente descalifican a una persona incluyen ciertos delitos mayores, tales como abuso o negligencia infantil, abuso doméstico, crímenes contra niños y ciertos crímenes violentos.

Las impresiones dactilares o huellas digitales serán retenidas por DCJS hasta que su hogar se cierre o hasta que se finalice una adopción. Mientras DCJS retenga las huellas, la división notificará a OCFS (la que luego notificará al distrito de servicios sociales o a la agencia voluntaria autorizada) si usted o cualquier persona que haya provisto huellas digitales bajo la ley haya sido cargada con un crimen. El FBI no retiene huellas digitales.

Toda la información relativa a historiales criminales es confidencial y no está disponible al público. Sin embargo, puede ser divulgada para propósitos de procedimientos judiciales o administrativos relacionados al rechazo de una aplicación, a la revocación o aprobación de un certificado, o al retiro de niños de crianza. Cuando haya un caso pendiente en el tribunal, se proveerá una copia del resumen del historial criminal al Tribunal de Relaciones Familiares o al Tribunal Testamentario.

**NOTIFICACIÓN A PERSONAS APLICANDO A UNA AGENCIA VOLUNTARIA AUTORIZADA (NO SE APLICA A PERSONAS SOLICITANDO A UN DISTRITO DE SERVICIOS SOCIALES):**

Para una persona que está aplicando a una agencia voluntaria autorizada con el fin de obtener certificación o aprobación para ser padre/madre de crianza o adoptivo(a), y para todas las otras personas mayores de 18 años que actualmente viven en el hogar del solicitante, cada uno será provisto con un formulario de consentimiento que debe firmarse, llamado "Reconocimiento y Consentimiento para la Obtención de Huellas Digitales y la Divulgación de Información de Historiales Criminales" (Acknowledgement and Consent for Fingerprinting and Disclosure of Criminal History Information). El propósito del consentimiento es autorizar a que OCFS provea a la agencia voluntaria autorizada cierta información sobre cualquier crimen o crímenes reportados a OCFS por el FBI. El no firmar el consentimiento constituye razón suficiente para rechazar la solicitud de certificación o aprobación. Si el sujeto que debe proveer huellas digitales se rehúsa a firmar el consentimiento, y el FBI ha reportado a OCFS de que la persona tiene una convicción o un cargo criminal, las regulaciones de OCFS requieren que la agencia voluntaria autorizada rechace o niegue la respectiva solicitud de certificación o aprobación.

Nuestro interés es proteger la seguridad de los niños de crianza. Estos requisitos son importantes para satisfacer nuestra meta.

**DENIAL / REVOCATION LETTER / NOTICE OF RESULTS OF FINGERPRINTING /  
CRIMINAL RECORD FOUND**

Date:

Re:

Name:

DOB:

Agency ID:

NYSID No.:

Dear Sir/ Madam:

Pursuant to Section 378-a of the Social Services Law, the Division of Criminal Justice Services and/or the Federal Bureau of Investigation has advised us that the above named person was charged or convicted as indicated below. After review of this information the following decision has been made:

- ( ) Your request to be certified or recertified as a foster parent, approved or reapproved as a relative foster parent or approved as an adoptive parent has been **denied**.
  
- ( ) Your certification or approval as a foster parent or approval as an adoptive parent has been **revoked**.

This denial or revocation is because:

**DENIAL or REVOCATION (based on a presumptive disqualifying crime)**

- ( ) You or your spouse has a felony conviction at any time involving:
  - ( ) child abuse or neglect;
  - ( ) spousal abuse;
  - ( ) a crime against a child, including child pornography; or
  - ( ) a crime involving violence, including rape, sexual assault, or homicide, other than a crime involving physical assault or battery.
  
- ( ) You or your spouse has a felony conviction within the past five years for

physical assault, battery, or a drug-related offense.

## **DISCRETIONARY DENIAL or REVOCATION**

- ( ) You or your spouse has a felony and/or misdemeanor conviction for any other crime which creates a safety concern with regard to boarding or placing children in your home for the purposes of foster care or adoption.
- ( ) Someone else over the age of 18 who resides in your household has a felony and/or misdemeanor conviction for any crime which creates a safety concern with regard to boarding or placing children in your home for the purposes of foster care or adoption.
- ( ) You, your spouse, or someone else over the age of 18 who resides in your household has been charged with a crime which creates a safety concern with regard to boarding or placing children in your home for the purposes of foster care or adoption.

### **I. DENIAL/REVOCATION RIGHTS**

You are entitled to a copy of the summary of your criminal history record if your application for approval or certification to be a foster or adoptive parent or your application for renewal of your approval or certification to be a foster parent is denied, or if your approval or certification as a foster or adoptive parent is revoked.

If you are a prospective or certified or approved foster parent, or a prospective or approved adoptive parent, and your application has been denied or your certification or approval revoked by an authorized agency because of a criminal history referenced in this letter (and any additional reasons for denial or revocation), you have a right to notice of the reason(s) for denial or revocation.

If you are a prospective or approved adoptive parent and your application has been denied or your approval revoked, you have the right to request an administrative hearing before OCFS, pursuant to Section 372-e of the Social Services Law. A request for an administrative hearing from the Office of Children and Family Services must be made by contacting in writing:

Bureau of Special Hearings  
NYS Office of Children and Family Services  
P.O. Box 1930  
Albany, NY 12201

**Such request must be made within 60 days of the receipt of this notice.**

## II. REMOVAL RIGHTS

If a foster child is to be removed or is removed from your home because of a criminal history referenced in this letter (and any additional reasons), you have a right to a conference with the authorized agency responsible for such removal in accordance with the provisions of 18 NYCRR 443.5. If you are not successful at the conference, you may request an administrative hearing before OCFS in accordance with Section 400 of the Social Services Law. As applicable, additional information concerning the reasons for the agency action and your rights is attached to this letter.

## III. SPOUSAL ABUSE EXCEPTION

If your denial or revocation is based upon spousal abuse, and you believe that such offense was not spousal abuse because the fact that you were abused was a factor in causing you to commit the crime, you may request an administrative hearing from the Office of Children and Family Services by contacting in writing at the address noted above:

**Such request must be made within 60 days of the receipt of this notice.**

## IV. REVIEW OF CRIMINAL HISTORY INFORMATION

If you want to conduct a ***DCJS Record Review***, you should call the Record Review Unit or write to the address listed below to request the necessary forms. All record reviews are conducted via mail.

NYS Division of Criminal Justice Services  
Criminal History Bureau  
Record Review Unit - 5<sup>th</sup> Floor  
4 Tower Place  
Albany, New York 12203  
Phone: (518) 485 - 7675

If you conduct a Record Review through DCJS and you believe that there are errors on your criminal history record which you seek to challenge, you must provide DCJS with the following documentation:

#### Arrest Data

To modify arrest data (i.e. arrest charges, date of arrest, date of crime) on your Criminal History Record, **YOU** must contact the arresting agency. DCJS **REQUIRES WRITTEN** notification from the **ARRESTING AGENCY** to correct this information.

#### Disposition Data

To correct disposition data or to update missing disposition data, **YOU** must contact the court of adjudication and request a **CERTIFIED** copy of the disposition. Once you have obtained the certified court document, you must forward it to the DCJS Record Review Unit which will review it and update your Criminal History Record. Be advised photostatic copies are **NOT** acceptable unless they contain an embossed (raised design) seal from the issuing court.

If you want to conduct an FBI **Record Review**, please be advised that since the FBI's Criminal Justice Information System Division is not the source of the data appearing on Identification Records, and obtains all data thereon from fingerprint submissions or related identification forms submitted to the FBI by local, state and federal agencies, the responsibility for authentication and correction of such data rests upon the contributing agencies. Therefore, the rules set forth for changing, correcting or updating such data requires the subject of an Identification Record make application to the original contributing agency (e.g., police department, county court, etc.).

An individual may challenge the information contained in the FBI Identification Record by contacting the original agency that submitted the information to the FBI or the state central repository in the state in which the arrest or conviction occurred. These agencies will be able to furnish the guidelines for correction of the Record. The FBI is not authorized to modify the Record without written notification from the appropriate criminal justice agency.

**CARTA DE DENEGACIÓN/REVOCACIÓN/NOTIFICACIÓN DE RESULTADOS  
DE HUELLAS DIGITALES/DESCUBRIMIENTO DEL HISTORIAL CRIMINAL**

Fecha:

Referencia:

Nombre:

Fecha de Nacimiento:

No. de NYSID:

ID de Agencia:

Estimado(a) Señor/Señora:

De acuerdo a la Sección 378-a de la Ley de Servicios Sociales, la División de Servicios de Justicia Criminal del Estado de Nueva York (*New York State Division of Criminal Justice Services--DCJS*) nos ha informado que la persona nombrada más arriba ha sido acusada y declarada culpable o condenada por lo indicado más abajo. Después de revisar esta información, se ha tomado la siguiente decisión:

( ) Su solicitud para ser un padre/madre de crianza certificado o re-certificado, aprobado o reprobado como familiar que asume el papel de padre/madre de crianza, o aprobado como padre/madre adoptivo(a) ha sido **denegada**.

( ) Su certificación o aprobación como padre/madre de crianza o aprobación como padre/madre adoptivo ha sido **revocada**.

Esta denegación o revocación de debe a:

**DENEGACIÓN o REVOCACIÓN (basada en un crimen presunto que lo descalifica)**

( ) Usted o su cónyuge tiene una convicción de felonía que ha involucrado en algún momento:

- ( ) el abuso o la negligencia de niños;
- ( ) el abuso de un cónyuge;
- ( ) un crimen contra un niño(a), incluyendo pornografía infantil; o
- ( ) un crimen involucrando violencia, incluyendo violación, asalto sexual, u homicidio, u otro que no sea uno que involucre asalto físico o agresión.

( ) Usted o su cónyuge tiene una convicción de felonía que ha ocurrido dentro de los últimos cinco años por asalto físico, agresión, o una ofensa relacionada a drogas.

## **DENEGACIÓN O REVOCACIÓN DISCRECIONAL**

( ) Usted o su cónyuge tiene una convicción de felonía y/o de un delito menor por cualquier otro crimen que crea un riesgo de seguridad con respecto al hospedaje o a la colocación de niños en su hogar para propósitos de cuidado de crianza o adopción.

( ) Alguna persona más que reside en su hogar y tiene más de 18 años de edad tiene una convicción de felonía y/o de un delito menor por algún crimen que crea un riesgo de seguridad con respecto al hospedaje o a la colocación de niños en su hogar para propósitos de cuidado de crianza o adopción.

( ) Usted, su cónyuge, u otra persona mayor de 18 años de edad que reside en su hogar ha sido acusado de un crimen que crea un riesgo de seguridad con respecto al hospedaje o a la colocación de niños en su hogar para propósitos de cuidado de crianza o adopción.

## **I. DERECHOS DE DENEGACIÓN/REVOCACIÓN**

Usted tiene derecho a recibir una copia del sumario de su historial criminal si su aplicación para la aprobación o certificación para ser un padre/madre de crianza o adoptivo o su aplicación para la renovación de su aprobación o certificación para ser un padre/madre de crianza es denegada, o si su aprobación o certificación como padre/madre de crianza o adoptivo es revocada.

Si usted es un padre/madre de cuidado de crianza prospectivo, certificado o aprobado, y su aplicación ha sido denegada o su certificación o aprobación revocada por una agencia autorizada debido a un historial criminal referenciado en esta carta (y cualquier razón adicional para denegar o revocar), usted tiene derecho a ser notificado(a) sobre la denegación o revocación.

Si usted es un padre/madre adoptivo prospectivo o aprobado cuya aplicación ha sido denegada o su aprobación revocada, usted tiene el derecho de solicitar una audiencia administrativa ante OCFS, según la Sección 372-e de la Ley de Servicios Sociales. Una solicitud para una audiencia administrativa de la Oficina de Servicios para Niños y Familias debe efectuarse contactándose por escrito con la:

Bureau of Special Hearings  
NYS Office of Children and Family Services  
P.O. Box 1930  
Albany, NY 12201

**Tal solicitud debe hacerse dentro de los 60 días del recibo de esta notificación.**

## **II. DERECHOS DE RETIRO**

Si un niño(a) que está bajo cuidado de crianza va a ser retirado o ha sido retirado de su hogar debido a un historial criminal referenciado en esta carta (y cualquier razón adicional), usted tiene derecho a una conferencia con la agencia responsable autorizada para efectuar tal retiro,

de acuerdo con las provisiones 18 NYCRR 443.5. Si usted no tiene éxito en la conferencia, usted puede solicitar una audiencia administrativa ante OCFS, de acuerdo a la Sección 400 de la Ley de Servicios Sociales. Según se aplique, se adjunta a esta carta información adicional con respecto a las razones por las que la agencia tomó esta acción y sus derechos.

### III. EXCEPCIÓN REFERENTE AL ABUSO CONYUGAL

Si su denegación o revocación está basada en abuso conyugal, y usted cree que tal ofensa no constituyó abuso conyugal debido a que el hecho de que usted fue abusada(o) fue un factor que ocasionó su crimen contra su esposo(a), usted puede solicitar una audiencia administrativa de la Oficina de Servicios para Niños y Familias contactándose por escrito a la dirección anotada más arriba:

**Tal solicitud debe hacerse dentro de los 60 días del recibo de esta notificación.**

### IV. REVISIÓN DE LA INFORMACIÓN DEL HISTORIAL CRIMINAL

Si usted desea una Revisión del Historial de DCJS, usted debería llamar a la Unidad de Revisión de Historiales o escribir a la dirección siguiente para solicitar los formularios necesarios. Todas las revisiones de historiales se llevan a cabo por correo.

NYS Division of Criminal Justice Services  
Criminal History Bureau  
Record Review Unit - 5th Floor  
4 Tower Place  
Albany, New York 12203

Teléfono: (518) 485-7675

Si usted lleva a cabo una Revisión de Historiales a través de DCJS y usted cree que hay errores en su historial criminal, el mismo que usted trata de recusar, usted debe proveer a DCJS la siguiente documentación:

#### Datos del Arresto

Para modificar los datos del arresto (i.e. acusación del arresto, fecha del arresto, fecha del crimen) en su Historial Criminal, **USTED** debe contactar a la agencia con potestad de detener. **DCJS REQUIERE NOTIFICACION POR ESCRITO** de la **AGENCIA CON POTESTAD DE DETENER** para corregir esta información.

#### Disposición de Datos

Para corregir la disposición de datos o para actualizar los datos de disposición que faltan, **USTED** debe contactar al tribunal adjudicante y solicitar una copia de la disposición **CERTIFICADA**. Una vez que usted haya obtenido el documento judicial certificado, usted debe enviarlo a la Unidad de Revisión de Historiales de DCJS, la que la revisará y actualizará su Historial Criminal. Por favor note que copias fotostáticas **NO** son aceptables, a menos que contenga el sello de la corte emisora en relieve.

Si usted desea llevar a cabo una Revisión del Historial del FBI, por favor tome en cuenta que debido a que la División de Sistemas de Información de Justicia Criminal del FBI (*Criminal Justice Information System Division*) no es la fuente de los datos que aparecen en los Historiales de Identificación, y obtiene todos los datos siguientes a través de huellas digitales o impresiones dactilares u otros formularios de identificación presentados al FBI por agencias locales, estatales y federales, la responsabilidad de autenticar y corregir los datos depende de las agencias contribuyentes. Por lo tanto, las regulaciones establecidas para cambiar, corregir o actualizar tales datos requiere que el sujeto de un Historial de Identificación presente una aplicación a la agencia contribuyente original (por ejemplo, el departamento de la policía, el tribunal del condado, etc.).

Un individuo puede disputar la información contenida en el Historial de Identificación del FBI poniéndose en contacto con la agencia que presentó la información al FBI o al repositorio central del estado donde ocurrió el arresto o la convicción. Estas agencias podrán proveer las normas para corregir el historial. El FBI no está autorizado a modificar el historial sin una notificación escrita de la agencia criminal de justicia apropiada.

## **Appendix B:**

### **Foster Care Issues Section of FASP Report (Example)**





substantial distance or out-of-state after the child is placed.) For NYC only: Include children placed outside their community district.

What are the service needs the child has which cannot be met at a lower level of care?

Children are autistic

**FOSTER CARE ISSUES - APPROPRIATENESS OF PLACEMENT - CONTINUITY OF ENVIRONMENT**

---

Are all siblings placed in the same home? Yes

Does the Placement permit:

Family Contact:	Yes	Continuity with the Child's Community?	Yes
Sibling Contact:	Yes	Continuity with the Parent's Religious Preference?	Yes

**FOSTER CARE ISSUES - APPROPRIATENESS OF PLACEMENT - CONTINUITY OF CULTURE FOR AMERICAN INDIAN CHILDREN**

---

Is the child in placement an American Indian Child? No

**FOSTER CARE ISSUES - ADJUSTMENT AND FUNCTIONING - ADJUSTMENT IN FOSTER CARE**

---

For each child in foster care, describe the child's response to separation and loss and the child's functioning and overall well-being in their current placement. Also explain how this placement is the most appropriate setting to meet the child's current service and health needs and whether it is the least restrictive and most home like setting required to support the child's well-being; if appropriate, include a description of the child's response to any moves from one foster care setting to another.

Danielle is having trouble adjusting to her new surroundings. She is having behavioral problems which seem to reflect poorly on her younger sibling.

**FOSTER CARE ISSUES - ADJUSTMENT AND FUNCTIONING - SAFETY IN FOSTER CARE**

---

Identify and describe protecting factors that keep the child safe in this placement.

Danielle is having trouble adjusting to her new surroundings. She is having behavioral problems which seem to reflect poorly on her younger sibling.

Since the last FASP, are there any safety related issues in the current placement? No

**SENSITIVE CASE**

**FAMILY ASSESSMENT AND SERVICE PLAN**

\*\*\*\*\*WARNING\*\*\*\*\*

**CONFIDENTIAL INFORMATION  
AUTHORIZED PERSONNEL ONLY**

Case Name: Smith, Jane

Case ID: 21797392

**DRAFT**

**FOSTER CARE ISSUES - PERMANENCY PROGRESS/CONCURRENT PLANNING - PROGRESS TOWARDS PERMANENCY**

---

Describe the positive progress made to achieve the permanency goal. Describe the parent's, relative's, or primary resource person's involvement in planning for the child's discharge. Specify any barriers to timely permanency.

The mother is taking parenting classes and understands the outcome of leaving a young child unsupervised.

**FOSTER CARE ISSUES - PERMANENCY PROGRESS/CONCURRENT PLANNING - TERMINATION OF PARENTAL RIGHTS PETITION**

---

Has the child been in foster care for 15 of the past 22 months? No

Has the child in foster care been determined by a court to be an abandoned child? No

Has a court determined that the parent of this child committed a serious crime against this child or another of their children? No

**FOSTER CARE ISSUES - PERMANENCY PROGRESS/CONCURRENT PLANNING - PARENT LOCATION**

---

Have all parents been identified? Yes

Have all parents been located? Yes

**FOSTER CARE ISSUES - PERMANENCY PROGRESS/CONCURRENT PLANNING - ALTERNATIVE PERMANENCY RESOURCES**

---

Have you explored alternative permanency resources that may be available to the child should he or she be unable to return home? Yes

Have any potential resources been identified? Who are they?  
The Grandmother will take the girls.

**FOSTER CARE ISSUES - PERMANENCY PROGRESS/CONCURRENT PLANNING - CONCURRENT PLANNING DISCUSSION WITH PARENTS**

---

Have you discussed concurrent planning and alternative permanency resources(including foster parents)with the parents? Yes

Describe the parent's response.  
The mother wants the girls to live with her

**FOSTER CARE ISSUES - PERMANENCY PROGRESS/CONCURRENT PLANNING - CONCURRENT PLANNING DISCUSSION WITH FOSTER PARENTS**

---

If the child has been in placement 3 months or more, have the foster parents been asked whether they would consider adopting the child, should the child become free for adoption, or otherwise provide a permanent living arrangement for the child? No

**FOSTER CARE ISSUES - PERMANENCY PROGRESS/CONCURRENT PLANNING - ADOPTION DISCUSSION**

---

For a child in placement for six months or more, have you discussed with the child's parent(s) the signing of a voluntary surrender, including, where appropriate, a conditional surrender? No

**FOSTER CARE ISSUES - APPROPRIATENESS OF PLACEMENT - ACTIVITIES PRIOR TO PLACEMENT**

---

Griffin,Cassidy L

Age: 2

Program Choice 1: Placement

Program Choice 2: Protective

Discuss the reasons for placement and the alternatives to placement considered, including services offered and reasonable efforts made to avert placement. Include efforts made to identify and evaluate the suitability of the non-respondent parent, other relatives or other suitable persons as resources.

Children are left unsupervised for short periods of time.

**FOSTER CARE ISSUES - APPROPRIATENESS OF PLACEMENT - LOCATION OF CHILD**

---

Is the child placed a substantial distance from his/her siblings? (Include situations where sibling(s) move a substantial distance or out-of-state after the child is placed.) For NYC only: Include children placed outside their community district. No

What are the service needs the child has which cannot be met at a lower level of care?

Children are autistic

**FOSTER CARE ISSUES - APPROPRIATENESS OF PLACEMENT - CONTINUITY OF ENVIRONMENT**

---

Are all siblings placed in the same home? Yes

Does the Placement permit:

Family Contact: Yes

Continuity with the Child's Community? Yes

Sibling Contact: Yes

Continuity with the Parent's Religious Preference? Yes

**FOSTER CARE ISSUES - APPROPRIATENESS OF PLACEMENT - CONTINUITY OF CULTURE FOR AMERICAN INDIAN CHILDREN**

---

Is the child in placement an American Indian Child? No

**FOSTER CARE ISSUES - ADJUSTMENT AND FUNCTIONING - ADJUSTMENT IN FOSTER CARE**

---

For each child in foster care, describe the child's response to separation and loss and the child's functioning and overall well-being in their current placement. Also explain how this placement is the most appropriate setting to meet the child's current service and health needs and whether it is the least restrictive and most home like setting required to support the child's well-being; if appropriate, include a description of the child's response to any moves from one foster care setting to another.

Cassidy is adjusting wrll in the new foster care setting.

**FOSTER CARE ISSUES - ADJUSTMENT AND FUNCTIONING - SAFETY IN FOSTER CARE**

---

Identify and describe protecting factors that keep the child safe in this placement.

Warm and supportive home

Since the last FASP, are there any safety related issues in the current placement? No

**SENSITIVE CASE**

**FAMILY ASSESSMENT AND SERVICE PLAN**

**\*\*\*\*\*WARNING\*\*\*\*\***

**CONFIDENTIAL INFORMATION  
AUTHORIZED PERSONNEL ONLY**

**DRAFT**

**Case Name:** Smith, Jane

**Case ID:** 21797392

**FOSTER CARE ISSUES - PERMANENCY PROGRESS/CONCURRENT PLANNING - PROGRESS TOWARDS PERMANENCY**

---

**Describe the positive progress made to achieve the permanency goal. Describe the parent's, relative's, or primary resource person's involvement in planning for the child's discharge. Specify any barriers to timely permanency.**

The mother is taking parenting classes and understands the outcome of leaving a young child unsupervised.

**FOSTER CARE ISSUES - PERMANENCY PROGRESS/CONCURRENT PLANNING - TERMINATION OF PARENTAL RIGHTS PETITION**

---

Has the child been in foster care for 15 of the past 22 months? No

Has the child in foster care been determined by a court to be an abandoned child? No

Has a court determined that the parent of this child committed a serious crime against this child or another of their children? No

**FOSTER CARE ISSUES - PERMANENCY PROGRESS/CONCURRENT PLANNING - PARENT LOCATION**

---

Have all parents been identified? Yes

Have all parents been located? Yes

**FOSTER CARE ISSUES - PERMANENCY PROGRESS/CONCURRENT PLANNING - ALTERNATIVE PERMANENCY RESOURCES**

---

Have you explored alternative permanency resources that may be available to the child should he or she be unable to return home? Yes

**Have any potential resources been identified? Who are they?**

The Grandmother will take the girls.

**FOSTER CARE ISSUES - PERMANENCY PROGRESS/CONCURRENT PLANNING - CONCURRENT PLANNING DISCUSSION WITH PARENTS**

---

Have you discussed concurrent planning and alternative permanency resources(including foster parents)with the parents? Yes

**Describe the parent's response.**

The mother wants the girls to live with her

**FOSTER CARE ISSUES - PERMANENCY PROGRESS/CONCURRENT PLANNING - CONCURRENT PLANNING DISCUSSION WITH FOSTER PARENTS**

---

If the child has been in placement 3 months or more, have the foster parents been asked whether they would consider adopting the child, should the child become free for adoption, or otherwise provide a permanent living No

arrangement for the child?

**SENSITIVE CASE**

**FAMILY ASSESSMENT AND SERVICE PLAN**

\*\*\*\*\*WARNING\*\*\*\*\*

**CONFIDENTIAL INFORMATION  
AUTHORIZED PERSONNEL ONLY**

**DRAFT**

**Case Name:** Smith, Jane

**Case ID:** 21797392

**FOSTER CARE ISSUES - PERMANENCY PROGRESS/CONCURRENT PLANNING - ADOPTION DISCUSSION**

For a child in placement for six months or more, have you discussed with the child's parent(s) the signing of a voluntary surrender, including, where appropriate, a conditional surrender? No

**FOSTER CARE ISSUES - FAMILY/CHILD VISITING PLAN**

<u>Review Status</u>	<u>Plan Description</u>	<u>Primary Location</u>	<u>Frequency</u>	<u>Duration</u>	<u>Visiting Plan Status</u>
Not Applicable	Parents/Child(ren)	Foster Home	Multiple times per week	1 to 2 hours	Active

Children  
Griffin, Danielle R  
Griffin, Cassidy L

Adults  
Crowley, Rebekah K

Other Participants

Are there any special conditions (i.e. court orders, supervised visitation, phone contacts, mail) regarding visitation? No

Is assistance necessary to facilitate visitation? No

Describe specifically what will occur during visits to enhance parental capability, support the parent/child relationship and support the child's well-being:

The mother is interacting with her children in a productive way.

Provide any additional detail regarding location, frequency, or duration of the visiting plan:

Mother shows up at scheduled visits on time and with a productive attitude.

**FOSTER CARE ISSUES - NO VISITING PLAN**

For any child without a visiting plan with a parent, legal guardian/custodian or primary discharge resource, explain why there is no active visiting plan. If a child has contact but does not visit, describe the contact.

**FOSTER CASE ISSUES - VISITING GRID**

Visitation Information from Progress Notes from 11/03/2006 to 03/15/2007

Date of Visit	Type of Visit	Participants	Location

End of the Report

