

***Supervised Independent Living Programs  
(SILPS) Job Aid***

## ***Supervised Independent Living Program (SILP)***

A Supervised Independent Living Program (SILP) is a program whereby children under the supervision of an authorized child-care agency are allowed to live on their own in the community. Such programs are intended to provide a transitional experience for children for whom the plan of care is discharge from care to their own responsibility. In a supervised independent living program the children will live in a unit separate from the rest of the agency dwellings. A supervised independent living unit may house not more than four children; children must be at least 16 years of age and not more than 21 years of age. Before an authorized agency may operate a SILP, the agency must have received a letter of approval to operate such a program from the department. Each individual supervised independent living unit will require its own approval certificate issued by the agency according to OCFS standards.

### **Quick Guide to Recording a New Supervised Independent Living Program (SILP) in CONNECTIONS**

#### ***Step I: Search***

- 1 On the CONNECTIONS Toolbar, click on the **Options** menu; click on **FA Home**; click on **F/A Home Search**.
- 2 From the *F/A Home Search* window, click on the **Clear** button; enter the Agency Code; in the **Setting** field, select **Congregate**.
- 3 Enter the SILP name in the **Home Name** field, using appropriate naming protocols (see *Appendix C: Naming Protocols for Facilities*)
- 4 Click **Search**
- 5 Review the resulting *F/A Home List*, verifying facility names and addresses. If the facility is not returned in the results, click on the **New** button.

#### ***Step II: Demographics***

- 1 The primary address may be entered on the Home Demographics window. Type in the street address and city; *do not use periods*.
- 2 Click on the **Validate** button; click on **Yes** if the address that *displays* is correct. The system will complete the **CD** (Community District) code for New York City.
- 3 Click on the **Address** button.
  - If there is a Business Address, select Business as the **Type**.
  - Type in the street address and city; *do not use periods*.
  - Click on the **Validate** button; click on **Yes** if the address that *displays* is correct. The system will complete the **CD** (Community District) code for New York City. Click on the **Add** button.

- Click on the **OK** button.
- 4 Click on the **Phone** button.
  - 5 The Primary Phone number is added on the Home Demographics window.
  - 6 For other Phone numbers, click on the Phone button. Select the **Type**.
    - Type in the phone number (no spaces or hyphens).
    - Click on the **Add** button. Click on the **OK** button.
  - 7 Click on the **Resource...** button in the *Home Demographics - New* window.
    - On the *Resource Search Criteria* window, select Search Type: Phonetic Name; Resource Type: Agency; and type the Agency name in the Resource Name Field. Then click Search.
    - On the *Resource List*, select the agency and click on the **OK** button. *The Home Demographics - New window displays with the agency name.*

***Step III: Assign***

- 1 Click on the **File** drop-down menu and select **Save and Assign**.
- 2 In the *Assign* window, click on your name; if appropriate, click on **Primary**.
- 3 To assign additional staff with responsibility for the facility, click on the **Options** menu and select **Staff Search**. Enter the person's name and click on the **Search** button.
- 4 Select the individual's name and click on the **OK** button. From the *Assign* window, select **Primary** or **Secondary** as appropriate.
- 5 Click on the **Save** button. Close or cancel the windows, as appropriate.

***Step IV: Obtain the Resource ID (RID) Number***

- 1 On the CONNECTIONS Toolbar, click on the **WORK** button.
 

**NOTE:** New vendor IDs are in the 00S format.
- 2 Select the new SILP and click on the **Tasks...** button.
- 3 Select the **Non-licensing Information** task and click on the **Detail...** button.
- 4 Scroll across to view the RID number. Write down the number.
- 5 Cancel out of the *Home Demographics* window.

***Step V: Maintain Licensing Information***

- 1 On the CONNECTIONS Toolbar, click on the **WORK** button.
- 2 Select the new SILP and click on the **Tasks...** button.
- 3 Select the **Maintain Licensing Information** task and click on the **New** button. The *F/A Home License* window displays.
- 4 Click on the drop-down arrow for the **LOC** field and select Supervised Independent Living Program.
- 5 Click on the drop-down arrow for the **Status** field and select Applicant.
- 6 Enter the appropriate age ranges for male and female. The youngest minimum age that can be recorded in CONNECTIONS is 1 month.
- 7 Enter the SILP capacity; the field below will auto-fill.
- 8 Double-click the appropriate Program Type Supervised Independent Living (SILP) Congregate Care Only . Click on the **Save** button.

***Step VI: Obtain the Vendor ID (VID) Number***

- 1 Obtain a Vendor ID from the list of SILP Vendor IDs sent to your agency by OCFS.
- 2 Select **Maintain Non-Licensing Information** on the *Task List*. (To get the *Task List*, click on the **WORK** button on the CONNECTIONS Toolbar, select the SILP and click on **Tasks...**) Click on the **Detail...** button.
- 3 Click on the **Address** button. Click on the Business address to display the information in the detail section of the window.
- 4 Record the Vendor ID into the **VID** field. Verify that you have entered it correctly. Click on the **Validate** button.
- 5 Click on the **Yes** button to accept the CODE-1 validated address; click on the **Modify** button. Click on the **OK** button.
- 6 In the *Home Demographics - New* window, click on the **Save** button. CONNECTIONS will verify the VID.

***Step VII: Submitting the SILP for Approval***

- 1 Return to the *Task List* and select **Maintain Licensing Information**. Click on the **Detail...** button.
- 2 On the *F/A Home License* window, select **Pending Acceptance** in the **Status** field.
- 3 Click on the **File** menu and select **Save and Submit**.

***Step VIII: Approving the SILP***

1. Approver clicks on To Do Icon on tool bar and selects appropriate Task To Do.
2. Click on **Navigate**. Click on Cancel.
3. In the *Approval Status* window, Click on the approval in the middle of the screen. Enter you password. Click on the **Approve** button. Click on the **No** button for another approver. Click on the **Save** button.
4. Click on Close.

## Appendix A

### Naming Protocols for Facilities

In order to preserve standardized data formatting, follow these naming protocols when recording information about Congregate Care facilities in CONNECTIONS.

Instead of...	Use...
And	&
Agency Boarding Home	ABH
ACS-NY	ACS
Association	Assn
Catholic Charities	Cath Char
Children	Chn
Children's	Chns
Community	Comm
Developmental Disability Services Office	DDSO
Department	Dept
Department of Social Services	DSS
Family	Fam
Group Home	GH
Group Residence	GR
Hospital	Hosp
Immediate Care Facility	ICF
Institution	Inst
Long Island	Long Is
Medical Center	Med Ctr
Mother child	Mo Ch
New York	NY

Instead of...	Use...
New York City	NYC
Program	Pgm
Residential Treatment Facility	RTF
Supervised Independent Living Program	SILP
Special Act UFSD	SAUFSD
Staten Island	Staten Is
Saint	St
Services	Svcs
United Cerebral Palsy Association	UCPS
' (apostrophe) , (comma) . (period) / (slash)	e.g., St Vincents
Initial "A" or "The"	e.g., The New York Times becomes New York Times
County	e.g., Orange County DSS becomes Orange DSS
Of	e.g., Catholic Charities of Syracuse becomes Cath Char Syracuse