



CONNECTIONS Tip Sheet

The Family Assessment and Service Plan (FASP)

The Family Assessment and Service Plan (FASP) provides a uniform method for (1) assessing the strengths and needs of children and families in receipt of child welfare services, (2) determining what aspects of family functioning need to change in order to support safety, well-being, and the attainment of permanency planning goals, and (3) establishing a service plan for achieving these goals.

FASPs are completed within a Family Services Stage (FSS) with stage types of FSS/CWS or FSS/CCR. For NYC cases with an ADVPO stage type, the FASP is recorded offline on the FASP template. FASPs are not required for Family Service Stages with a type of OTI, COI or ICPC. This tip sheet focuses on FASPs that are due at regularly scheduled intervals. A separate tip sheet covers Plan Amendments and Removal Updates, two specialized types of FASPs, which are used to document specified status changes during the life of a case.

Types of FASPs and Time Frames

Listed in the chart below is information about regularly scheduled types of FASPs, including when they can be started (“launched”) and submitted for approval.

Type of FASP	When is it Due?	Can be Launched	Can be Submitted for Approval
Initial	30 days from the Case Initiation Date (CID) unless the CID is the Date of Indication, in which case the FASP is due 7 days from the CID	At any time	At any time
Comprehensive	90 days from the CID	No earlier than 30 days prior to due date	No earlier than 30 days prior to due date
Reassessment	210 days from the CID and every 180 days thereafter	No earlier than 60 days prior to due date	No earlier than 30 days prior to due date

Prelaunch FASP Tasks

FASPs in CONNECTIONS are “dynamic” - meaning that their components are customized based on factors such as the Program Choice (PC), Permanency Planning Goal (PPG), age of the child(ren) and Primary and Secondary Caretakers.

 Before launching a FASP, review the following items and enter/update them as necessary to insure that you are launching the version of the FASP most appropriate to the specific circumstances of the case:

- ✓ Person List demographic information for all stage members
 - ✓ Program Choice for each tracked child
 - ✓ Permanency Planning Goal for each tracked child
 - ✓ Primary and Secondary Caretaker
 - ✓ Family Relationship Matrix (FRM)
- The FRM link in the NAVIGATION PANE will display a (C) symbol once all relationships are completed.



 The FASP is intended to be a coordinated and collaborative effort among the workers providing services to the family. Your ability to access and contribute to the FASP depends upon your assigned role in the Family Services Stage, as indicated in the chart below.

Note: If no Case Planner is assigned, the Case Manager fulfills this role and their supervisor fulfills the Case Manager role.

CONNECTIONS Role	Who Can be Assigned?	Able to do in a FASP
Case Manager	One Local District worker	<ul style="list-style-type: none"> • Launch the FASP • View the FASP while in process or while pending approval • Approve or reject a submitted FASP
Case Planner	One Local District or Voluntary Agency worker	<ul style="list-style-type: none"> • Launch the FASP • View and/or modify any data in the FASP • Complete the Case Planner Summary in those FASP components that require it • Submit the FASP for review or approval
CPS Worker/Monitor	One Local District worker, if needed	<ul style="list-style-type: none"> • Launch the FASP • View the FASP while in process or pending approval • Complete Safety and Risk Assessments
Case Worker	One or more Local District and/or Voluntary Agency workers	<ul style="list-style-type: none"> • Launch the FASP • View and modify any non-child specific elements in the FASP (except Safety and Risk) • View and modify Child Scales and Foster Care Issues for child(ren) <i>to whom the worker has been associated</i>

FASP Statuses

CONNECTIONS generates Alert To-Do's to inform assigned workers when a FASP is coming due or overdue.

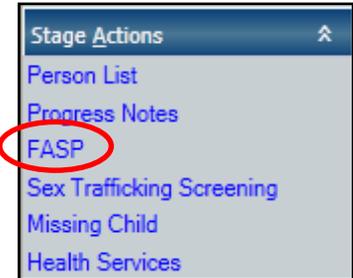
A FASP can be in one of six statuses:

Not Launched	The FASP has yet to be launched (started).
In Process	The FASP has been launched and is in the process of being completed. Only one FASP can be In-Process at a time.
Pending	The FASP has been submitted for approval and is awaiting one or more approvals.
Approved	The submitted FASP has been approved.
Missed	A FASP is marked as Missed when an unlaunched FASP is significantly overdue and a subsequent FASP becomes available and is launched. Once a FASP is marked as "Missed," it can <i>never</i> be launched.
Template Format	A FASP that is In Process and considerably overdue drops into a Word Template when a subsequent FASP is launched. A worker has 60 days in which to complete a Template FASP before it "freezes" and is no longer modifiable. Template FASPs cannot be submitted for approval electronically and information does not carry over into the next FASP.

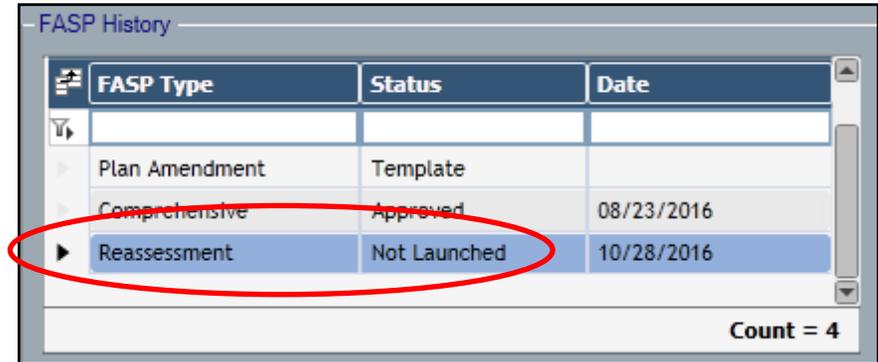
Launching a FASP

To launch a new FASP:

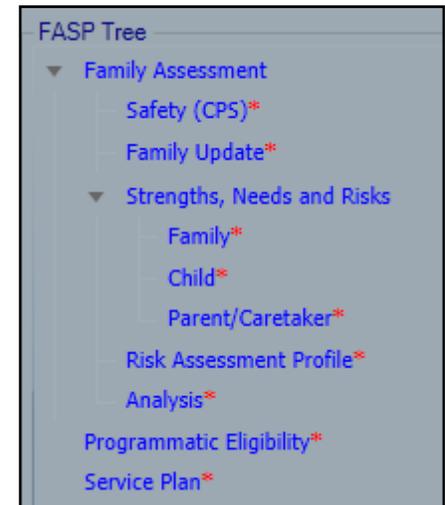
- From your workload, select a stage and click the **FASP** link in the NAVIGATION PANE.



- Select the FASP to be launched on the FASP History grid.



- Click the **Launch New FASP** link in the NAVIGATION PANE.
- The FASP Tree opens and populates with components based on the chosen Program Choice(s).



Modifying FASP Components After Launching

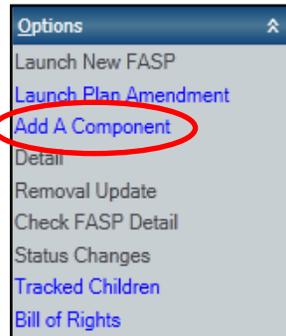
If case circumstances change after a FASP is launched (e.g., the Program Choice for a child changes from Preventive to Foster Care), the Tracked Child Detail or Person List data can still be modified as needed. The correct components will be presented based on that change the next time the FASP is opened.



Note: If you have already recorded information in a FASP component and then discover it is not needed, that component *cannot* be removed from the FASP.

Document that the FASP component was included in error by recording the statement "Not Applicable to the Case" in the component.

If it is desired to include information in a FASP that is not automatically presented (e.g., life skills information for a child under age 14), the appropriate component can be added to the FASP using the **Add a Component** link in the NAVIGATION PANE of the FASP window.



Associating a Child to a Case Worker

Those with a role of Case Worker may be "associated" to one or more children in a CWS or CCR type FSS stage. Associating a Case Worker to a child indicates that that worker is responsible for completing Foster Care Issues documentation and Child Scale information in the FASP for the selected child.

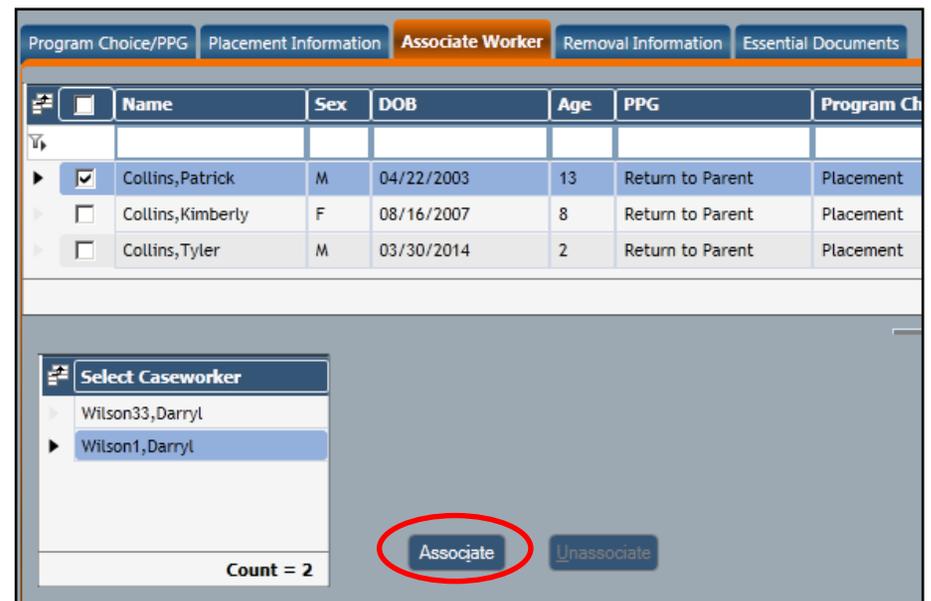
- Only one worker may be associated to a child at a time, but the same worker may be associated to more than one child.
- Associating a worker to a child does not prevent other

workers from working with the child or completing other parts of the FASP Service Plan.

- The Case Planner has overall responsibility for the FASP and may complete the Child Scales whether or not a Case Worker has been associated to the child.
- Associated workers can "unassociate" themselves as appropriate.

To associate a worker to a child:

1. Click the **Tracked Child** link in the NAVIGATION PANE.
2. Select the Associate Worker tab
3. Select a the child to be Associated.
4. Select the Worker to be Associated.
5. Click the **Associate** button.
6. Click the **Save** or **Save & Close**



Submitting a FASP



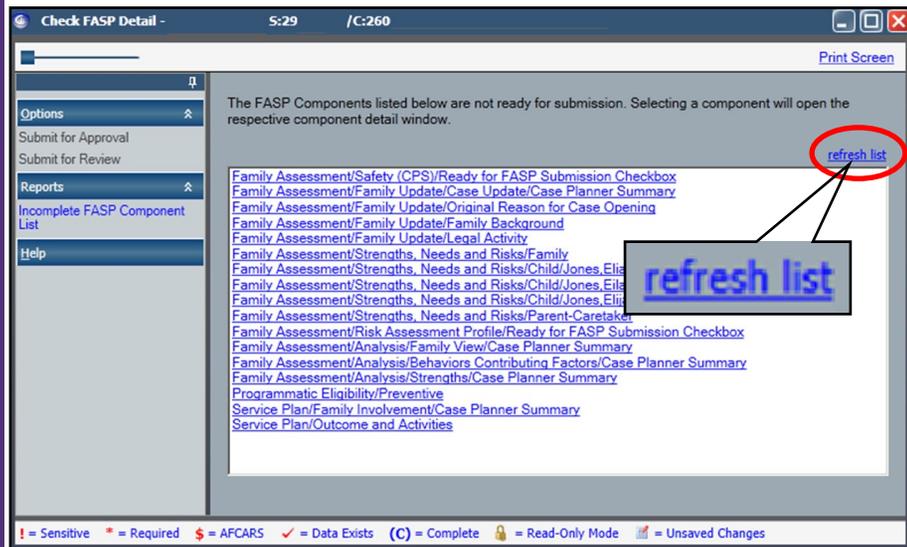
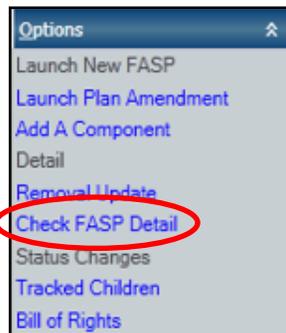
Only the Case Planner can submit the FASP for review or approval. (Case Manager only if no Case Planner is assigned.)

To submit a FASP:

1. Click **Check FASP Detail** link in the NAVIGATION PANE to determine if the FASP is complete.

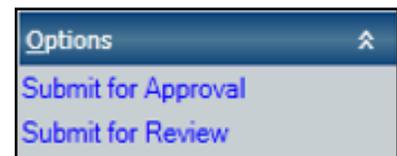
Incomplete components will be listed on the *Check FASP Detail* window.

Selecting a component from the list will navigate you directly to that component of the FASP.



2. After completing a component, click the **refresh list** link to update the list of incomplete components.
3. When all components have been completed, the list appears

blank and two links enable in the NAVIGATION PANE; **Submit for Approval** and **Submit for Review**.



Reminder: Documentation of a Sex Trafficking screening is required for all tracked children under age 18 prior to the due date of each FASP.



If a screening has not been documented by the due date of an Initial FASP, within 3 months of the due date of a Comprehensive FASP or within 6 months of the due date of a Reassessment FASP, an error message will result.

4. If required by Local District or Agency policy, use the **Submit for Review** link to send an editable version of the FASP for supervisory review prior to a formal submission for approval.

When the Case Planner clicks the **Submit for Review** link, a navigable To-Do is created for their Unit Approver.

Clicking the **Navigate** link opens a modifiable FASP Output.



The Unit Approver reviews the FASP and can:

- return it without comments; or
- insert comments and/or make revisions, which display in red font on the FASP Output.

The Output is then returned to the Case Planner who can incorporate those changes into the in-process FASP.

Note: FASPs submitted for review through this review process cannot be approved.



The FASP must be returned by the Unit Approver, then submitted for approval by the Case Planner using the **Submit for Approval** link.

- Once the FASP is complete, the Case Planner clicks the **Submit for Approval** link in the NAVIGATION PANE to send the FASP for formal approval.



Reminder: A FASP cannot be submitted for approval more than 30 days before its due date.

FASPs submitted by Voluntary Agency Case Planners require approval by their own Supervisor (Unit Approver) before approval by the Local District Case Manager.

If no one is assigned the role of Case Planner, the Case Manager fulfills this function and must submit the FASP to their own Unit Approver.

Additional Approvers can be added to the process if needed.

To-Do Detail

Case Planner submitted this approval. Approval Todo created for Case Manager and Case Planner's Unit Approver. Do you wish to add another approver?

Yes No

- If an Approver wishes to reject the FASP, they must enter comments on the *Approval* window to explain the reason(s) for the rejection. The **Reject** button enables only after comments have been added.

Approval Status - Gilbert Sam - 8/27/2013/7/5/C/375001159

Case Information: Case Name: Gilbert Sam, Stage: FSS, Approval Topic: DW - Approve PLA FASP for FS Stage Gilbe, Staff: Wilson33.Darryl

ID	Date/Time	Approver	Status	Approvers Order
1		May33.Sally	PEND	30
2		Wilson10.Darryl	PEND	40

Approval Information: Approver: May33.Sally, Comments: Please note diligent efforts to engage father in the service planning.

Count: 2

Approve Reject

When a FASP is rejected, other pending approvals are automatically invalidated and the FASP returns to the status of In-Process. The Case Planner must make appropriate revisions and re-submit the FASP for approval.

Once the FASP is fully approved, individual contributions by various Case Workers are eliminated and only the Case Planner's version remains in the finalized FASP document.

Resources

- CONNECTIONS Job Aids and Tip Sheets:
<http://ocfs.state.nyenet/connect/jobaides/jobaides.asp>
- CONNECTIONS Regional Implementation Staff:
<http://ocfs.state.nyenet/connect/contact.asp>
- CONNECTIONS Application Help Mailbox:
ocfs.sm.conn_app@ocfs.state.ny.us
(NOTE: address contains an underline)
- CONNECTIONS Communications Mailbox:
connections@ocfs.ny.gov

ITS Enterprise Service Desk
1-800-697-1323